

SC12-I: Course Credit Policy & Procedure

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Purpose

The purpose of this policy and procedure is to outline Bayside International College's approach to ensuring that students are provided with course credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO or AQF-authorized issuing organisation, such as a university.
- Authenticated VET transcripts issued by the Registrar.

Course credit may also be awarded for RPL (Recognition of Prior Learning). The process for RPL is included in *TA7 Training and Assessment Policy and Procedures*.

This complies with Clauses 1.12 and 3.5 of the Standards, and The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 2.

The recording of course credit is addressed in the *SC16-I Student Administration Policy and Procedure*.

Definitions

AQF means Australian Qualifications Framework, which can be accessed at <https://www.aqf.edu.au/>.

Certification document means a Testamur, Statement of Attainment or Record of Results.

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO.

Course credit means recognition of the previous studies a student has completed for reducing the units or modules required to be completed in their currently enrolled program.

National Code means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

PRISMS means Provider Registration and International Students Management System.

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET accredited course being issued and is issued alongside an AQF qualification or Statement of Attainment.

RPL means Recognition of Prior Learning.

Standards means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework.

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course.

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification', 'parchment' or 'certificate'.

Policy

1. This policy will address the assessment and awarding of Course Credit; it does not cover Recognition of Prior Learning (RPL). For more information about RPL, please refer to Bayside International College's *Recognition of Prior Learning*.

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Learning (RPL) Policy and Procedures SC36-I or to the Course Credit and Recognition of Prior Learning (RPL) section of the Student Handbook.

2. Bayside International College has and implements a documented policy and process for granting and recording course credit. Bayside International College's decision to grant course credit preserves the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
3. If Bayside International College grants course credit to an overseas student, Bayside International College will issue a written record of the decision to the overseas student to accept, and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
4. If Bayside International College does not grant course credit to an overseas student, Bayside International College will issue a written record of the decision and the reason for the refusal to the overseas student to accept, and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
5. If Bayside International College grants the overseas student course credit that reduces the overseas student's course length, Bayside International College will:
 - a. Inform the student of the reduced course duration following granting of course credit and ensure that the Confirmation of Enrolment (CoE) is issued only for the reduced duration of the course
 - b. Report any change in course duration in PRISMS if course credit is granted after the overseas student's visa is granted
6. If Bayside International College grants sufficient course credit that a reduction in fees results, the student will be advised of this in the *Notice of Course Credit Decision*.
7. Bayside International College will not require any student to repeat any unit or module in which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.
8. Bayside International College will not issue course credit where there is a licensing or regulatory requirement that restricts the issuing of credit.
9. All students will be offered the opportunity to apply for course credit for previously completed studies. Students can apply for course credit by completing the *Course Credit Application Form* and submitting the relevant supporting documents.
10. Where a student can provide certified copies of AQF certification documentation issued by another RTO or authorised issuing organisation, Bayside International College will provide course credit for that unit or module.
11. Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, an analysis of the equivalence of study completed with the relevant units in the student's enrolment with Bayside International College will be undertaken.
12. All evidence provided as part of an application for course credit will be authenticated by contacting the organisation that issued the documents to confirm that the content is valid.

Procedure

1. Issuing Course credit

Refer to Standard 1 – Clause 1.12 and Standard 3, and the National Code Standard 2.

Procedure	Responsibility
<p>A. Applications for course credit</p> <ul style="list-style-type: none"> • Students will be offered the opportunity to apply for course credit as part of the enrolment process. • To apply for course credit, a student should fill in the <i>Course Credit Application Form</i> and supply certified copies of their relevant transcripts. • Applications that do not include certified documents should be returned to the 	Administration Office

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Procedure	Responsibility
<p>student, unless originals of the copies are certified by the PEO</p> <ul style="list-style-type: none"> • Ensure that overseas students are aware of the potential impact on their student visas if their course duration is reduced due to awarding of course credit 	
<p>B. Review course credit application</p> <ul style="list-style-type: none"> • Transcripts should be reviewed for their authenticity. Consider: <ul style="list-style-type: none"> – Does the transcript include the expected information on an AQF Certification document, such as name of institution, code, full name of student, and name and codes of units completed? – Has the copy been certified? • Are the units/modules previously studied relevant to the student’s current enrolment? If not, the course credit Application does not need to be progressed further and the student can be advised that they were not granted any course credits. • Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts. • Where there is a direct unit match by code and title, a course credit can be issued. • Where previously completed studies are deemed equivalent by the Training Package to a unit in the student’s enrolment, a course credit can also be granted for those relevant units. • Where previously completed studies are relevant/ similar to a unit in the student’s enrolment, the content of the completed units/modules must be analysed to identify whether the outcomes are equivalent to any units/modules in the student’s course. This may be assessed by reviewing the content of the unit/module which may be accessed through the university or the student may be asked to provide further information if required. • Where equivalent outcomes are identified, a course credit can be issued. The reason for the course credits issued should be documented on the <i>Course Credit Application Form</i>. 	<p>Head Trainer and Assessor</p>
<p>C. Notify student of course credit application outcome</p> <ul style="list-style-type: none"> • Once course credits have been determined, notify the student in writing of the outcome of their course credit application using the <i>Notice of Course Credit Decision</i>. • If course credits to the value of 25% or more of the total course credits have been granted (e.g., for a 12-course credit course, 3 or more course credits have been awarded), thereby reducing the amount of training and assessment needing to be provided, the cost and duration of the course should be reviewed. The student should then be advised of the reduced course fees and duration. <ul style="list-style-type: none"> ○ For overseas students, report any change to course duration through PRISMS, and issue/ re-issue the CoE as appropriate 	<p>Head Trainer and Assessor / PEO</p>
<p>D. Keep records of course credits granted</p> <ul style="list-style-type: none"> • Keep records of all documents related to the assessment and granting or denial of a course credit application in the student’s file for two years after the student 	<p>PEO</p>

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Procedure	Responsibility
ceases to be an accepted student.	

Document Control

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