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# **Recognition of Prior Learning, Credit Transfer and/or Course Credit Policy & Procedure**

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## Introduction

Australian Technical College Western Australia (ATCWA) ensures that where an international student applies for and is granted course credit for recognition of prior learning or credit transfer, that it is appropriately reflected in the student's enrolment on PRISMS and that the credit awarded is provided and accepted by the student in writing.

## Purpose

To ensure that ATCWA systematically and appropriately recognises course credit that is granted for recognition of prior learning and credit transfer within the ESOS framework. ATCWA is proactive in granting course credit for recognition of prior learning and credit transfer to students with suitable prior qualifications, learning or experience. Students are kept informed by ATCWA by giving the students a copy of the course credit granted for their records. If necessary, the duration of study is adjusted accordingly on the international student's Confirmation of Enrolment (CoE) on PRISMS and students are advised in writing of ATCWA granting a credit for recognition of prior learning, credit transfer and/or course credit.

## Scope

This policy and procedure applies to all CRICOS registered courses offered by ATCWA for qualifications and Statements of Attainment issued under the Australian Qualifications Framework for international students.

## Responsibilities

Student Administration, Training

## Definitions

**Accepted student** for ATCWA means accepted student of the CRICOS registered course and **not** 'accepted student of the provider' until such time as further guidance is provided by the Department of Education and Training (DET) to confirm otherwise. The reason for this is that ATCWA recognises that an international student might be accepted international student for multiple courses with ATCWA spanning any number of months or years. Where for example an international student has a total pathway duration of six (6) years, if the term 'accepted student' were to be interpreted as a literal 'accepted student of the provider', this would mean that the provider would need to maintain those records for potentially eight (8) years.

**Credit Transfer** means national recognition, where the unit of competency, module or subject is equivalent and like for like.

**International student** means international students or intending international students on a student visa under the Migration Act 1958.

# Recognition of Prior Learning, Credit Transfer and/or Course Credit Policy & Procedure



Australian Technical College  
WESTERN AUSTRALIA  
RTO Code: 41279 CRICOS Code: 03437B

**Recognition of Prior Learning** means an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Alignment	
National Code of Practice for Providers of Education and Training to Overseas Students 2018	
Part B (Standard)	2.3, 2.4, 2.5.1, 2.5.2

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001	6 June 2019	ATCWA	Creation of policy
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## Policy Statement

ATCWA will ensure that they grant course credit to international students for recognition of prior learning, credit transfer and/or course credit where the international student applies for it and must:

- a) Have documented procedures for the granting and recording of course credit;
- b) Provide a record of the course credit granted to the student, which must be signed or otherwise accepted by the student, and be placed on the student's file; and
- c) Retain the written record of acceptance for two (2) years after the international student ceases to be an accepted student.

Where ATCWA grants the international student course credit which leads to a shortening of the international student's CRICOS registered course, ATCWA must:

- a) If the course credit is granted before the international student visa grant, indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment (CoE) issued for that international student for that CRICOS registered course; and
- b) If the course credit is granted after the international student visa grant, report the change of course duration via PRISMS under Section 19 of the ESOS Act.

Where ATCWA accepts an *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* from an international student, the assessment of that application must ensure that it complies with the underpinning educational framework of the course and preserves the integrity of the award to which that application applies.

## Procedure

### 1. Granting Course Credit

- 1.1 Initial consideration for granting course credit (if applicable) is carried out by the Director of Studies. Course credit will be assessed and granted (if appropriate) at the time of application for enrolment and the adjusted duration will be reflected in the Letter of Offer, Condition Letter of Offer and Confirmation of Enrolment (CoE).
- 1.2 Where it is not possible for the international student to apply for course credit at the time of enrolment, the international student's application will be made as soon as practicable after enrolment to allow assessment of the student's eligibility for course credit.
- 1.3 To gain course credit, the applicant must provide certified copies of evidence with their application for enrolment.
- 1.4 The assessment of the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* must preserve the integrity of the award to which it applies, including for example, but not limited to:
  - 1.4.1 That it meets the underpinning educational framework requirements of the course and that a full set of evidence is available to support any grant of course credit for a satisfactory assessment of recognition of prior learning, credit transfer and/or course credit under the Standards for Registered Training Organisations (RTOs) 2015 or other relevant accreditation framework;
  - 1.4.2 That there is sufficient evidence that meets the principles of assessment and rules of evidence, particularly in relation to the areas of authenticity and currency;
  - 1.4.3 The evidence provided by the international student is originally in English or has been professionally translated by a National Accreditation Authority for Translators and Interpreters (NAATI) qualified translator;
  - 1.4.4 That it demonstrates that the evidence provided by the international student would meet the requirements of an Australian workplace context for the grant of course credit.

### 2. Credit Transfer (CT) – International Students

- 2.1 Credit Transfer is the recognition of any equivalent study an international student has previously undertaken. To apply for credit transfer, the international student is required to provide evidence of the accredited study along with the *Application for Recognition of Prior Learning and/or Credit Transfer* form.
- 2.2 Credit Transfer can only be granted if evidence of equivalence has been previously determined through a formal process like a mapping guide, transition arrangements or precedence. Regardless, the unit of competency, subject or module must be like-for-like otherwise it is a recognition of prior learning process and not a credit transfer.
- 2.3 The Director of Studies must conduct all course credit assessments. Where possible, the Director of Studies will meet with the student to undergo the Credit Transfer or Recognition of Prior Learning process.
- 2.4 ATCWA will not charge fees for assessing credit transfer requests.

- 2.5** A successful application for course credit may reduce the length of an international student's course and must be assessed by the training department as this is a training and assessment function. For course credit to be approved, this assessment must be conducted by a qualified, competent, current and experienced trainer and assessor. If this occurs before the visa is granted, ATCWA will indicate the actual net course duration in the CoE issued for that international student for that course. If the course credit is granted after the visa grant, the change in course duration is reported via PRISMS under Section 19 of the Education Services for Overseas Students (ESOS) Act.
- 2.6** International students need to confirm in writing and via their signature that:
- 2.6.1** Course credit has been offered to them as a result of their *Application for Recognition of Prior Learning and/or Credit Transfer*;
  - 2.6.2** The amount of course credit granted to the international student;
  - 2.6.3** Whether the course credit reduces the expected course duration as reflected on the Letter of Offer or CoE;
  - 2.6.4** Acknowledgement that if the course credit is accepted by them, that it will or will not reduce the expected course duration on their CoE;
  - 2.6.5** Confirmation by the international student of acceptance of course credit granted or rejected.
- 2.7** In the instance where an international student provides certified copies of results from a previous provider and that international student applies for recognition of prior learning and/or credit transfer, ATCWA will, upon verifying these records, recognise these units of competence previously studied with another provider.
- 2.8** Where an international student provides certified copies of results from a previous provider and that international student does not apply for recognition of prior learning and/or credit transfer, upon receipt of these results, ATCWA will again offer the international student recognition of prior learning and/or credit transfer, however, should the international student decline this offer, the student will need to acknowledge this rejection of the offer by signing the declaration 'Recognition of Prior Learning and Credit Transfer Rejected'.
- 3. Recording Course Credit Details**
- 3.1** If possible, during the application for enrolment process, international students who intend to apply for recognition of prior learning, credit transfer and/or course credit need to identify to ATCWA of their intention to apply for recognition of prior learning and/or credit transfer and their eligibility for course credit on the *Enrolment Form*.
- 3.2** Where the international student has indicated that they have an intention to apply for course credit but it has not been applied for at the enrolment process stage, the international student will again be asked to complete an application for *Recognition of Prior Learning, Credit Transfer and/or Course Credit* upon arrival and, should they reject this offer, the student will acknowledge this rejection of the offer by signing the declaration 'Recognition of Prior Learning, Credit Transfer and/or Course Credit Rejected'.
- 3.3** International students who, outside this process, still wish to apply for recognition of prior learning, credit transfer and/or course credit, will be advised to complete an *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* which will be made available to the international student upon request.

- 3.4** Upon receipt of the *Enrolment Form*, the Admin Officer or Student Support Officer will forward the application form to the Director of Studies who will assess the evidence provided or issue an indication of any potential credit that might be applicable.
- 3.5** Evidence that can be used to support the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* can include, but not be limited to:
  - 3.5.1** Transcripts from other providers (including for short courses where the courses have been assessed);
  - 3.5.2** Units of competency completed under the Australian Qualifications Framework (AQF); and
  - 3.5.3** Qualifications achieved and/or units of competency completed. Applicants must provide additional evidence if requested by the assessor.
- 3.6** The assessor will assess the evidence in relation to the Standards for Registered Training Organisations (RTOs) 2015.
- 3.7** The assessor will maintain and review sufficient evidence provided by the international student and document the assessment of that evidence by mapping against individual units of competency in the relevant Training Package, modules in the accredited course or subjects in the relevant course and confirming that the evidence does not compromise the integrity of the award to which it applies for the course in which the international student is seeking course credit.
- 3.8** The assessor will copy all evidence together with the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* for the student's file. After assessment of the course credit sought, the assessor will record approval of the competencies achieved on the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* form.
- 3.9** The assessor will return the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* form with the result of the application and the 'course credit' record section completed to the Director of Studies.
- 3.10** Where the assessment of the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* is not an exact equivalent due to a transition of a training package or accredited course for example, the Director of Studies must identify if any gap training is required by the applicant.
- 3.11** The Director of Studies will advise the Admin Officer or Student Support Officer of the course credit granted and whether there is any revision required to the expected course duration as reflected on the international student's CoE.
- 3.12** The Admin Officer or Student Support Officer proceed to prepare and issue a Letter of Offer with the expected course duration as confirmed by the Director of Studies. The Letter of Offer, together with the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* form with the result of the assessment recorded, will be given to the international student to sign and accept where indicated.
- 3.13** All documentation/evidence, including the international student's acceptance or otherwise, must be recorded on the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* form and provided to the Director of Studies within two (2) business days of the course credit being granted/accepted. The Admin Officer or Student Support Officer will record the information on the student's record file.

- 3.14** If the granting of a course credit leads to the shortening of the international student's expected course duration, the Director of Studies must:
- 3.14.1** Indicate the actual net course duration (as reduced by course credit) on the Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit form to allow the Admin Officer or Student Support Officer to record the revised expected course duration of the CoE on PRISMS issued for that international student for that CRICOS registered course if the course credit is granted before the student visa is granted; or
  - 3.14.2** Indicate on the Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit form to allow the Admin Officer or Student Support Officer to report the change of course duration via PRISMS under Section 19 of the ESOS Act if the course credit is granted after the student visa is granted.
- 3.15** International students who are not satisfied with the outcome of the assessment of their *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* are provided with information in relation to their ability to access the *Complaints and Appeals Policy & Procedure*.
- 3.16** A copy of all documentation and evidence to support the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit*, and grant of course credit, will be kept on the student's file located at ATCWA.
- 4. Refund of Fees for Credit Transfer of Units**
- 4.1** A refund of fees for individual units of competency, modules or subjects attained through the *Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit* process will not be given unless it is a credit transfer and the unit of competency, module or subject is like-for-like and the unit of competency, module or subject is not part of a clustered or holistic delivery and assessment arrangement.
  - 4.2** Tuition fees may be reduced only if the student is granted sufficient credits or exemptions to complete the program in a significantly shorter period of time than normal. The final decision on a refund in this situation will be given by the CEO after consideration of an application for refund.

## Related Documents

- Application for Recognition of Prior Learning, Credit Transfer and/or Course Credit (CRICOS);
- Complaints and Appeals Policy & Procedure (CRICOS);
- Enrolment Form (CRICOS);
- RPL Kit for each relevant qualification; and
- Student Declaration of Recognition of Prior Learning, Credit Transfer and/or Course Credit.