

Policy and Procedure

POLICY:	COURSE CREDIT
AQTF Ref:	Standard No: 1

Policy	<p>This Policy and Procedure supports Standard 1 of the Australian Qualifications Training Framework (AQTF).</p> <p>This policy implements a procedure for the AVWA to process any student's applications for course credit and document any results, including students' verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit applications and records are kept with student files.</p> <p>1. Definitions</p> <p>'Course Credit' is defined as follows: Credit for a particular part of the course or qualification as a result of previous study, experience or recognition of a competency currently held. This includes national recognition and Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC).</p> <p>"National recognition" A key principle of the Australian Qualification Training Framework is national recognition (previously referred to as mutual recognition). This allows individual to receive national recognition of their qualifications and statement of attainment. This means that all RTO will recognise: Australian Qualifications Framework qualifications and statements of attainment issued by any other registered training organisation.</p> <p>'Recognition of Prior Learning' (RPL): RPL is a process whereby competency acquired through education, training, work experience previous or current work and/or life experience formally recognised. It is an assessment process that recognises individual's current skills and experience, regardless of where and when the learning occurred the learning occurred. It is the formal acknowledgement of a person's current skills and knowledge no matter how, when or where the learning occurred.</p> <p>Recognition of Current Competency (RCC): RCC applies if a student has previously successfully completed the requirements for a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained (Australian Vocational Education and Training Management Information Statistical Standard Data element definitions, edition 2.2, 10 December 2015).</p>
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<p>Procedures</p>	<ul style="list-style-type: none"> • All students are made aware of the ability to apply for course credit via the course credit application form throughout the enrolment and induction process of the course. This is supported with information provided in the <i>Student Handbook</i>. • Students are to submit any applications for course credit by the end of the 2nd week of the first term of study in their enrolled course. • All applications are to be submitted to Training Coordinator and include original documents to be sighted and copied by the training Coordinator. Applications will not be accepted unless all required information is included. • A Credit Transfer application must be accompanied by nationally recognised Qualifications with detailed Statements of Attainment indicating the units successfully completed including unit codes and titles and dates of completion. • Students are required to submit their application with supporting evidence as outlined in the application: <ul style="list-style-type: none"> • <u>National Recognition</u> Students who have completed a Nationally Recognised Qualification / Unit of Competency that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certified copy of the certificate (Testamur/ Statement of Attainment awarded by an RTO) to be sighted by the AVWA to verify the Credit Transfer. • Applications are received by Training Coordinator in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required to be sighted, the Training Coordinator will sight the originals and indicate on copies that originals have been sighted and return originals to the student. The AVWA shall at no time retain original certificates. • Where any application for course credit is received by the AVWA, the AVWA is to assess the application and provide an outcome to the applicant within 14 working days of receiving it, or as soon as practical where further information is required to determine the outcome. • Where Credit Transfer applications are received and approved, the following must occur: <ul style="list-style-type: none"> - The student management system must be updated to reflect approvals - AVWA needs to provide the student with a 'Confirming Outcome of Credit Application'. The student must sign this letter to indicate agreement with the outcomes of Credit Transfer. Applications and signed agreement are kept on the student's file.
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Version/date	Summary of changes made
V 1.3 (24/01/2019)	Re-definition of Recognition of Current Competency
V1.2 (30/8/2018)	Modify Recognition of Current Competency
V1.1(3/11/2016)	Modify Credit Transfer, "National Recognition"
V1 (4/4/2014)	Version 1