



## Policy - Course credit

### Purpose

Standard 12 of the National Code 2007 requires registered providers to

- Appropriately recognize course credit within the ESOS framework
- Have documented procedures for granting and recording course credit prior to the student visa is granted to enable net course duration to be considered in the CoE issued to the student
- Obtain student acceptance/signature of granted course credit
- Report change of course duration via PRISMS under section 19 of the ESOS Act.

### Scope

This Policy applies to:

- All overseas students before obtaining a visa grant and those currently enrolled with Lawson College; and
- All Staff of Lawson College involved in the process of course credit.

### Definitions

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| <b>CoE</b>                   | Confirmation of Enrolment document issued through PRISMS for student to apply for a student visa  |
| <b>COPE</b>                  | Centre for Operations Partnerships and Excellence, Lawson College Australia   |
| <b>Convenor</b>              | The member of a group whose duty is to convene meetings for example at an educational organisation, a lecturer who takes on the mantle of managing a specific course  |
| <b>Course Convenor</b>       | A "Course Convenor" is the academic staff member of the educational organisation appointed by the CEO and is responsible for the coordination of a program (and the units offered within that program) leading to an award of the educational organisation. Also known as course/program/unit coordinator.                |
| <b>Course Credit</b>         | Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.<br>Credit cannot be rescinded unless compelling education reasons are presented.                    |
| <b>Credit Transfer [CT]</b>  | Students who have completed a Nationally Recognised qualification / unit 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 certificate to be sighted by the Lawson College to verify the Credit Transfer. |
| <b>DIBP</b>                  | Department of Immigration and Border Protection   |
| <b>ESOS</b>                  | Educational Services for Overseas Students Act 2007 as amended from time to time  |
| <b>International Student</b> | A person holding an Australian student visa and defined as an 'Overseas Student' in the ESOS Act  |
| <b>National Code</b>         | The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007  |
| <b>PRISMS</b>                | <b>Provider Registration and International Student Management System [PRISMS]</b> . Through PRISMS, certain Australian Government agencies can  |



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|  | <p>monitor student compliance with visa conditions and provider compliance with the <i>Education Services for Overseas Students Act 2000</i> (ESOS Act).<br/>         PRISMS is a secure system for providers to:<br/> <b>-issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Immigration and Border Protection requires these to issue a student visa), and report changes in overseas students course enrolment.</b></p>  |
| <b>Recognition of Prior Learning</b> [Also known as Recognition of Current Competencies (RCC)] | <p>The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning outcomes against the learning outcomes of the current course. RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)</p>   |
| <b>Evidence</b>  | <p>Evidence is the material that is presented as an indicator of competence. Evidence is proof of having reached a level of performance that meets that outlined in the unit of competency. Evidence may be collected via</p> <ul style="list-style-type: none"> <li>▪ Documentation of practical experiences in the workplace or the community including photo's, newspaper articles, reports etc</li> <li>▪ Statements of results from both formal and informal training that you have completed</li> <li>▪ Copies of projects that you have undertaken</li> <li>▪ Documents you create that link your training and assessment to the units of competency</li> </ul>  |
| <b>Portfolio of evidence</b>   | <p>A portfolio is a collection of items – in this case, a collection of evidence of competence. Portfolios will usually include a combination of many different types of evidence. Evidence can take the form of:</p> <ul style="list-style-type: none"> <li>• Products or things a student has made</li> <li>• Reports a student has written</li> <li>• Statements made by a student (written or verbal)</li> <li>• Video or audio tapes a student has produced</li> <li>• Participation in exactly the same or modified versions of the assessment you would be required to complete as part of the full course;</li> <li>• Assessment based on a portfolio of evidence;</li> <li>• Direct observation of demonstration of skill or competence;</li> <li>• Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;</li> <li>• Provision of examples of work drawn from the workplace, social, community or other setting in which you may apply your learning, skill or competence;</li> <li>• Testimonials of learning, skill or competence; and</li> <li>• Combinations of any of the above</li> </ul> |



## Policy

### 1 General information

- 1.1 All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Course Credit [Credit Transfer and RPL].
- 1.2 Individuals can apply for Course Credit during the time of enrolment.
- 1.3 **Credit Transfer** can be granted for Students who have completed a Nationally Recognised qualification / unit 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 certificate to be sighted by the Lawson College to verify the Credit Transfer.
- 1.4 **RPL** can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied. RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded). Recognition of Prior Learning (RPL) is a process, which recognizes what you have learnt from:
  - Life experience
  - Work experience
  - Non-accredited/accredited training programs
  - These experiences are measured against the qualification/unit you are doing or want to do. If what you have learned at work or elsewhere is relevant to your course or qualification, you may not have to do certain units of the qualification again.
- 1.4.1 Students applying for RPL will be asked for detailed records of experience, employment and training etc. which may be relevant.
- 1.4.2 Students will conduct a self-assessment of each performance criteria
- 1.4.3 Students will provide evidence against each of the performance criteria in a unit of competency (i.e. evidence that students can demonstrate skills and knowledge outlined in the performance criteria).
- 1.4.4 Students will be interviewed by a trainer who will examine the portfolio of evidence.
- 1.4.5 Course Convenors and Assessors must be confident that the person applying for RPL is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in AQF accredited courses.
- 1.4.6 The process involved in the RPL process is to be outlined and counselling session/s with a RPL assessor is provided.
- 1.4.7 RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)

### 2 Student request for Course Credit [Credit Transfer and RPL]

- 2.1 If a student wishes to apply for Course Credit they must complete the 'Form – Application for Course Credit with the required information (such as detailed records of their experience, employment, training, etc, which may be relevant).
- 2.2 The 'Course Credit Application form' will specify the units to be completed and students will be required to identify how they address either 'like for like' [Credit Transfer] or/and the elements of each unit included in the RPL application.
- 2.3 Once the Course Credit application form is completed, they are required to submit this with associated evidence to Centre for Compliance Operations Partnerships and Excellence.
- 2.4 This Course Credit application and evidence is to be assessed by an Assessor and the student is to be notified of the outcome.

### 3 Evidence required enabling assessment of RPL



### 3.1 Evidence should be

- Authentic (it is students' work or original certified qualification)
- Valid (relate directly to the unit of competency)
- Reliable and current (demonstrating competency);

And, at a level of

- Complexity that matches the unit of competency.
- Sufficient (to enable a decision to be made)

3.2 Original documents such as certificates, workplace reports, etc, to be copied after being sighted by the assessor and then signed with a date, signature, printed name and a brief statement of what unit this relates to and how it relates to the required competency.

3.3 Several pieces of evidence should be combined to adequately cover competencies for each unit.

3.4 A piece of evidence may be used more than once provided it demonstrates achievement of competencies outlined in the unit where RPL is sought. For example meeting notes can be evidence for demonstrating competency in more than one unit.

3.5 All evidence submitted must be your own or directly relate to the student. Students must sign a document to this effect

## 4 Process of assessing RPL

4.1 The RPL process shall cover the following steps:

- Information supplied by the student
- Initial support and counselling if required
- Application;
- Assessment;
- Post-assessment guidance; and/or;
- Certification.

4.2 Lawson College is required to ensure that all RPL assessment undertaken is completed and recorded appropriately.

4.3 On receipt of the self-assessment and relevant documentation from the participant, the portfolio of evidence will be assessed against the competency standards for the particular units.

4.4 Course Convenors and Assessors when marking an assessment will consider the following:

- relevance and nature of evidence provided by the applicant
- scope of subject matter covered by the evidence
- whether the evidence is sufficient to enable a judgment of competence to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units

4.5 Where evidence and documentation requires additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting

4.6 All original documents such as certificates, workplace reports, etc., should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.

4.7 Where RPL is 'Granted' this information will be communicated in writing to the participant within 10 business days of completion of the assessment, and the qualification / statement of attainment will then be issued

4.8 Where RPL is 'Not Granted' participants will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable)

4.9 In all cases, a copy of the RPL documentation and outcome will be kept in the student's file



## 5 Notification of student of outcome of application for course credit

- 5.1 Lawson College will provide documentation relating to the application for course credit to the student
- 5.2 This documentation will outline if the application was granted or not granted and in regard to the latter, reasons for refusal to grant course credit/RPL.
- 5.3 The student must sign and return to Lawson College a declaration accepting the course credit/RPL. This signed and returned declaration will be retained on the student's file.

## 6 Appeals

- 6.1 Where the outcome of Course Credit is not granted and the participant disagrees with the outcome, they should first try to resolve the matter informally.
- 6.2 Where the outcome remains unresolved following informal discussions the individual may appeal by using the methods outlined in the 'Appeals and Complaints Policy and Procedure.'
- 6.3 The request for an appeal must be lodged in writing no later than outlined in the Appeals and Complaints Policy and Procedure.

## 7 Granting course credit and net course duration

- 7.1 If Lawson College grants the student course credit which leads to a shortening of the student's course, Lawson College must:
  - a. if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or
  - b. if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act; and
  - c. counsel the student to review the condition of their Visa related to full time study and the attendance policy of a minimum of 80% attendance. If the student finishes his/her course early, he/she must either enrol in another CRICOS registered course immediately or depart Australia immediately unless given authorisation by DIBP to remain in Australia.

## 8 Charges for the RPL process

- 8.1 The student will be advised of charges applicable for course credit via an RPL process
- 8.2 Charges for the RPL process will not exceed 50% of the fee of the unit of competency.
- 8.3 All fees are payable before or upon submission of evidence portfolio.
- 8.4 If RPL is granted the student will be recorded as competent in the given unit, and will not need to complete the unit.
- 8.5 RPL will be recorded on the Statement of Results according to the Lawson College Australia grading codes
- 8.5 If RPL is not granted, the student will be required to complete the given unit and the monies paid will then go toward the payment of the given unit. There is no refund applicable in this instance.

## 9 Charges for the Credit Transfer [CT] process

- 9.1 No charges are applicable for this process
- 9.2 Credit Transfer (CT) will be recorded on the Statement of Results according to the Lawson College Australia grading codes.



## Document Summary

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| <b>Quality Assurance Area</b>  | <b>Student Management</b>   |   |               |
| <b>Policy &amp; Procedure Name</b>   | <b>Course Credit</b>  | <b>CODE: LQAF-SM</b>                    | <b>SM-12</b>  |
| <b>Compliance reference:</b> <a href="https://aei.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/nationalcodepartd/pages/esosnationalcode-partd.aspx">https://aei.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/nationalcodepartd/pages/esosnationalcode-partd.aspx</a> |   |   |               |
| <b>Related Polices &amp; Procedures</b>  |   |   |               |
| National Code:<br>Standard 8: Complaints and appeals   |   | ESOS Act:<br>Section 19                 | Other:<br>N/A |
| <b>Related Guidelines, forms and associated documents</b>  | <ul style="list-style-type: none"> <li>▪ Form – Application for course credit – Recognition of Prior Learning and Credit Transfer</li> <li>▪ Letter – Receipt of application for course credit</li> <li>▪ Letter – Outcome of application for course credit – prior and post enrolment</li> </ul> |   |               |
| <b>11Governance</b>  | Governance and Risk Management Committee  | <b>Version – V2.0</b>                   |               |
| <b>Responsibility</b>  | CEO & Governance and Risk Management Committee  | <b>Version History</b>                  |               |
| <b>Written By</b>  | Governance and Risk Management Committee  | Date Written: March 2013                |               |
| <b>Approved By</b>   | Board   | Date Reviewed: September 2013           |               |
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