



Policy - Course credit

Purpose

RTO Standards for Registered Training Organisations (2015) requires that:

The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevents this) where these are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorized issuing organization, or
- Authenticated VET transcripts issued by the Registrar.

Please see Policy and Procedure for AQF Qualification - Secure and accurate certification.

The National Code 2018 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

CoE	Confirmation of Enrolment document issued through PRISMS for student to apply for a student visa
Course Convenor	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.
Course Credit	Exemption from enrolment in a particular part of the course as a result of previous study, experience, or recognition of a competency currently held.
Credit Transfer [CT]	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 and transcript to be sighted by Lawson College Australia to verify/authenticate the Credit Transfer. Credit Transfer cannot be rescinded unless compelling education reasons are presented.
DoHA	Department of Home Affairs
Domestic Student	A person other than an international student
ESOS	Educational Services for Overseas Students Act 2018 as amended from time to time
International Student	A person holding an Australian student visa and defined as an 'Overseas Student' in the ESOS Act
National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
PRISMS	Provider Registration and International Student Management System [PRISMS]. Through PRISMS, certain Australian Government agencies can monitor student compliance with visa conditions and provider compliance with the <i>Education Services for Overseas Students Act 2000</i> (ESOS Act). PRISMS is a secure system for providers to:

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	-issue 'Confirmations of Enrolment' to overseas students intending to study in Australia.
Recognition of Prior Learning [RPL]	<p>Means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.</p> <ol style="list-style-type: none"> 1. Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of a AQF qualification or statement of attainment (for example, a certificate, diploma or university degree); 2. Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development program conducted by a business); and 3. Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative. <p>RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)</p>
Evidence	<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"> ▪ Documentation of practical experiences in the workplace or the community including photo's, newspaper articles, reports etc ▪ Statements of results from both formal and informal training that you have completed ▪ Copies of projects that you have undertaken ▪ Documents you create that link your training and assessment to the units of competency
Portfolio of evidence	<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"> • Products or things a student has made • Reports a student has written • Statements made by a student (written or verbal) • Video or audio tapes a student has produced • Participation in exactly the same or modified versions of the assessment you would be required to complete as part of the full course; • Assessment based on a portfolio of evidence; • Direct observation of demonstration of skill or competence; • Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification; • Provision of examples of work drawn from the workplace, social, community or other setting in which you may apply your learning, skill or competence; • Testimonials of learning, skill or competence; and • Combinations of any of the above

Policy

1 General information

- 1.1 **Credit Transfer** can be granted for studies completed at an RTO for a Nationally Recognised qualification / unit that is equivalent to the unit currently enrolled at Lawson College Australia for example, has the exact same code and title. The student must provide the original certificate and transcript to be sighted by the Lawson College to enable verification/authentication for the Credit Transfer to be approved.
- 1.2 **Credit Transfer** may be considered for studies completed at any authorized issuing organization, such as a university. In the case of any non-equivalent units of competency, mapping and analysis to determine the equivalence of the study completed with the relevant units or models before granting credit, is undertaken.
- 1.3 **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 has been learnt from:
 - Life experience

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- Work experience
 - Non-accredited/accredited training programs
- 1.4 Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme requires this).
 - 1.5 Lawson College Australia is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.
 - 1.6 Provision of credit for previous studies **is not** recognition of prior learning. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognizing the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully [RTO Clause 3.5 - Accept and provide credit to learners].
 - 1.7 All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Course Credit
 - 1.8 International students must apply for Course Credit at the time of application to enable course credit to be determined prior to the student visa being granted to enable net course duration to be considered in the Confirmation of Enrolment letter issued to the student.
 - 1.9 If course credit is applied for after onshore enrolment, students must continue classes until the student is advised in writing of the outcome.
 - 1.10 Students need to acknowledge receipt of the outcome and be given the opportunity to appeal the decision, using the Lawson College Australia's complaints and appeals policy.
 - 1.11 RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)
 - 1.12 Credit Transfer cannot be rescinded unless compelling education reasons are presented.

2 Student request for Credit Transfer

- 2.1 If a student wishes to apply for Credit Transfer they must complete the 'Form – Application for Credit Transfer', and specify the units they are seeking Credit Transfer, and submit with evidence to their Trainer & Assessor.
- 2.2 The Form - Application for Credit Transfer and evidence will be assessed and authenticated by a Lawson College Australia Assessor. There is no reduction in fees for the units that credit transfer is successful. That is the overall course fee remains the same.
- 2.3 The Assessment of application by the Assessor will be reviewed by the Lawson College Australia Academic Governance Committee, and the student notified in writing of the outcome.
- 2.4 The email letter of notification will outline if the request for credit transfer was granted or not granted and in regard to the latter, reasons for refusal.
- 2.5 The student must sign and return to Lawson College a declaration accepting the credit transfer. This signed and returned declaration will be retained on the student's file.
- 2.6 Credit Transfer will be recorded on the Transcript of Results according to the Lawson College Australia results outcome codes, once all aspects of the process, authentication and approval has been completed.

3 Fees charged for processing and assessing Credit Transfer requests

- 3.1 There are no fees charged for processing and assessing Credit Transfer requests.

4 Student request for RPL

- 4.1 If a student wishes to apply for RPL they must complete the 'Form – Application for RPL', and specify the units they are seeking RPL and submit with evidence to their Trainer & Assessor.
- 4.2 The process involved in the RPL process is to be outlined and counselling session/s with a RPL assessor is provided.

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- 4.3 Students applying for RPL will be asked for detailed records of experience, employment and training etc. which may be relevant.
- 4.4 Students will conduct a self-assessment of each performance criteria
- 4.5 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).
- 4.6 Students will be interviewed by a trainer who will examine the portfolio of evidence.
- 4.7 The Form - Application for RPL and evidence will be assessed and authenticated by a Lawson College Australia Assessor.
- 4.8 The Assessment of application by the Assessor will be reviewed by the Lawson College Australia Academic Governance Committee, and the student notified in writing within 10 business days, of the outcome.
- 4.9 The email letter of notification will outline if the request for RPL was granted or not granted and in regard to the latter, reasons for refusal.
- 4.10 The student must sign and return to Lawson College a declaration accepting the RPL. This signed and returned declaration will be retained on the student's file.
- 4.11 Credit Transfer will be recorded on the Statement of Results according to the Lawson College Australia grading codes once all aspects of the process, authentication and approval has been completed.

5 Fees charged for processing and assessing RPL requests

- 5.1 The student will be advised of charges applicable for course credit via an RPL process
- 5.2 Charges for the RPL process will not exceed 100% of the fee of the unit of competency.
- 5.3 All fees are payable before or upon submission of evidence portfolio.
- 5.4 If RPL is granted the student will be recorded as competent in the given unit, and will not need to complete the unit.
- 5.5 RPL will be recorded on the Transcript of Results according to the Lawson College Australia results outcomes codes
- 5.6 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.

6 Evidence required enabling assessment of RPL

- 6.1 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)
- 6.2 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.
- 6.3 Several pieces of evidence should be combined to adequately cover competencies for each unit.
- 6.4 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.
- 6.5 All evidence submitted must be the students' work, or directly relate to the student. Students must sign a document to this effect

7 Process of assessing RPL

- 7.1 The RPL process shall cover the following steps:
 - Information supplied by the student

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- Initial support and counselling if required
- Application;
- Assessment;
- Post-assessment guidance; and/or;
- Certification.

7.2 Lawson College ensures that all RPL assessment undertaken is completed and recorded appropriately.

7.3 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.

7.4 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

7.5 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

7.6 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.

7.7 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

7.7 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)

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

8 Appeals

8.1 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.

8.2 Where the outcome remains unresolved following informal discussions the individual may appeal by using the methods outlined in the Policy - 'Complaints and appeals'.

7 Granting course credit [credit transfer & RPL] and net course duration

7.1 If Lawson College grants course credit which leads to a shortening of the student's course, Lawson College must:

- 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
- 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
- counsel the student to review the conditions of their Visa. 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 DoHA to remain in Australia.

Document History and Version Control Table

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Version Number	Date approved	Approved by	Type of change	Extent
V 2.0	18/9/2014	GRMC	Major	Reviewed
V 2.1	18/9/2015	GRMC	Minor	Reformatted: CRICOS Code added. RTO Standard 1 & 3 included. Added definition of domestic student
V 2.2	1/12/2017	CEO	Minor	Reviewed and re-edited
V3.0	4/4/2018	CEO	Major	Separated information relating to Credit Transfer and RPL.
V3.1	31/07/2018	CEO	Minor	Reviewed

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