

SC12-I - Credit P&P

SC12-I: Course Credit Policy & Procedure

Domestic and International Students

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Purpose

The purpose of this policy and procedure is to outline OUR INSTITUTE’s approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

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

Course credit may also be awarded for RPL. The process for RPL is included in *TA7 Training and Assessment Policy and Procedure*.

This complies with Standards 1.6, 1.7 (Standards for RTOs 2025) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 standards 2, 3 & 6.

The recording of course credit is addressed in the *SC138 Student Administration Policy and Procedure*.

Definitions

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

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

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

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

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

PRISMS means Provider Registration and International Students Management System

RPL means Recognition of Prior Learning

Standards means the Standards for Registered Training Organisations (RTOs) 2025

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. OUR INSTITUTE will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.
2. All students will be offered the opportunity to apply for credit for previously completed studies during the enrolment process. Credit can be accessed by a student by completing the Credit Application Form and submitting relevant supporting documents.
3. Where a student can provide certified copies of AQF certification documentation issued by another RTO or authorised issuing organisation, OUR INSTITUTE will provide credit for that unit or module.
4. Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, an analysis as to the equivalence of study completed with the relevant units in the student's enrolment with OUR INSTITUTE will be undertaken.
5. All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued relevant documents to confirm the content is valid.
6. Credit will not be issued where there is a licensing or regulatory requirement that restricts the issuing of Credit.
7. Students will be advised of the outcome of the Credit Application in writing and must accept the credit awarded. Where credit is applied for and approved at the time of application, the course credit will be written into the student's letter of offer and written agreement. This may result in a reduction of the Course fees.
8. Where credit is provided after the acceptance of a place in a course or on commencement of studies and the credit will affect the duration of studies, this is recorded in PRISMS and a new CoE created.
9. Where there is significant Credit granted, this may result in a reduction of the Course fees which will be advised at the same time.
10. **Students will only be able to apply for Credit within 1 Month from the course start date.**
11. **Our Institute will only grant a maximum of 50% Credits unless prior qualification was done at our Institute where no limits are placed.**
12. **Credit will be provided at a cost unless previous qualification was done at our Institute** (*refer to fees and charges*)

Procedure

1. Issuing Credit

Procedure	Responsibility
<p>A. Applications for Credit</p> <ul style="list-style-type: none"> • Students will be offered the opportunity to apply for Credit as part of the enrolment process. • To apply for credit, a student should fill in the <i>Credit Application Form</i> and supply certified copies of their relevant transcripts within 1 Month of course start date. • Applications that do not include certified documents should be returned to the student, unless originals of the copies are certified by an RTO staff member. 	Administration Team
<p>B. Review 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, name and codes of units completed? – Has the copy been authenticated? • Are the units/modules previously studied relevant to the student’s current enrolment? If not, the Credit Application does not need to be progressed further and the student can be advised that they were not granted any 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 Credit can be issued. • Where previously completed studies are deemed equivalent by the Training Package to a unit in the student’s enrolment, a 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. 	Training Manager/Coordinator Trainer Administrator

Procedure	Responsibility
<ul style="list-style-type: none"> Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application. A maximum of 50% Credit can be granted except when previous qualification was done at our Institute. 	
<p>C. Notify student of Credit outcome</p> <ul style="list-style-type: none"> Once credits have been determined, notify the student of the outcome of their Credit Application in writing. Where Credits have been granted, reducing the amount of training and assessment needing to be provided, review the cost of the course and advise the student of the reduced course fees. For international students, follow procedures indicated in <i>Student Administration Policy and Procedures</i> in regard to notification and acceptance of credit and issuing of CoE when credit is awarded. 	Training Manager/ Coordinator Trainer Administrator
<p>D. Keep records of Credits granted</p> <ul style="list-style-type: none"> Keep records of all documents used in the assessment of a Credit Application in the student's file. 	Training Manager/ Coordinator Trainer Administrator

Document Control

Revised By:	Roy Bahri
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Standards:	Standards for RTOs 2025, National Code 2018 standards