

Course Credit Policy and Procedures

Department	Academic - VET		
Effective Date	01 st September 2011	Review Date	September 2012
Version	6	Implementation Date	01 st September 2011
Application	Administrative Assistant to PEO, Qualification Officer, Student Support Officer, Assistant to HOD, Student File Manager, Receptionist, Faculty Head		
Replaces	N/A		
Relevant Legislation	Condition 7 of <i>AQTF Essential Conditions and Standards for Continuing Registration</i> and Standard 12 of <i>The National Code 2007</i>		
Approved by	Administrative Assistant to PEO		
Administered by	Head of Department		
Forms/Documents	Certificate, Statement of attainment, Completion letter, Result Sheet, CoE, Academic Qualification Record Register & Statement of Attainment or Academic Document Request Form, Course Credit Application Form, Course Credit Application Outcome letter, Letter of Offer and Agreement, Complaints & Appeals Policy and Procedures.		

Policy

This policy ensures that the qualifications and Statements of Attainment issued by any other Registered Training Organization are recognized (*AQTF Essential Conditions and Standards for Continuing Registration – Condition 7*) and the requirements of the National Code 2007 - *Standard 12*) are met by the Ashmark Institute of Australia (*thereafter known as AIA or the Institute*). This policy relates to all requests for course credit On the same working day (Refer to Step 3) and/or recognition of qualifications. It implements a procedure for AIA to process any student's application for course credit and document any results, including student's verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are kept in student's file.

Purpose

The purpose of this policy is to provide for the assessment and credit of various types of learning undertaken by a student prior to enrolment at The Ashmark Institute of Australia and outlines the Institute's procedures for course credit.

The principle behind this policy is that AIA aims to maximize the recognition of a student's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning and competency outcomes.

AIA supports the granting of credit to students with recognized Australian Qualifications Framework, (AQF), qualifications and Statements of Attainment issued by any other Registered Education Provider, pursuant to AQTF requirements.

Course credit may reduce the length of a student's course. If this occurs before a Visa is granted, AIA will indicate the actual duration in the confirmation of enrolment issued for the student for that course. If the course credit is granted after the Visa is granted, the change in the course duration is reported via PRISMS under *Section 19 of the ESOS Act 2000*.

Definition

For the purposes of the National Code 2007, **Course Credit** is defined as follows:

"Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a

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competency currently held. Includes academic credit and recognition of prior learning.”

Guidelines:

- Course credit information must be included in information given to all prospective and enrolling students prior to enrolment. Learners will be given access to information about course credit in the following ways:
 - On the Enrolment Form;
 - On AIA’s website;
 - In the Student Handbook;
 - Any promotional materials;
 - In discussion with relevant AIA’s staff; and
 - In the induction process.
- All relevant and appropriate staff must be provided with information about course credit application process and may assist students in completing applications where applicable. Staff will be informed of this policy in their induction and their Staff Manual & Induction Guide.
- The course credit application will only be considered if:
 - The student is enrolled in an approved course at AIA; and
 - The appropriate fees have been paid.
- Course credit applications should be included with the Application for Enrolment Form. Where it is not possible for the student to apply for course credit at the time of enrolment, applications will be made as soon as practicable after enrolment to allow assessment of the student’s eligibility for course credit.
- Continuous improvement of the procedures for the administration of course credit will be achieved by:
 - Collection and analysis of feedback data from learners
 - Holding regular meetings (at least twice per year) with appropriate and relevant staff to discuss any problems or issues that may have arisen and to ensure that fair and consistent levels of course credit have been granted.
 - The provision of clear and accurate information to learners, and reviewing of that information according to the review date in this document.
- Internal Auditing
 - At the end of each Term/Semester (Course Based), the Faculty Head/Administrative Assistant to PEO will review the Spreadsheet where details of all applications for Course Credit are listed.
 - Random sampling of student files and entries on Wise.Net will be cross checked for accuracy.

Action	Procedure	Actioned by	Deadline
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1. Request Form completed	1. Student contacts AIA for admission with the possibility of granting of Course Credit; 2. Student referred to SSO who provides assistance with the completion of the Course Credit Application Form; 3. Student will have to provide satisfactory evidence of ownership of the qualifications and prove that they are legitimate and current. This would include provision of original Certificates/Statement of Attainment or certified copies of these. If originals are submitted, the SSO must attach a verified “sighted” photocopy of the original with the Application Form for audit purposes. The learner	Student, Receptionist, Student Support Officer	As per the Application Date

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	<p>should always hold their own original records and a “Course Credit Application Checklist” must be signed by the Student;</p> <p>4. Students are advised that an incomplete application may result in a rejection and/or delay in the processing of the application.</p>		
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2. Processing of Application	<p>1. The respective Head of Department will:</p> <ul style="list-style-type: none"> ○ Check on PRISMS if the applicant is an internal student or not ○ Check the Course Credit Application Form and the Statement of Attainment for identical units that have been identified as being completed at another RTO. 	Head of Department	Within 5 working days from the application date
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3. Finalization of Application and Student Contact	<p>1. The respective Head of Department will:</p> <ul style="list-style-type: none"> ○ Recognise units of competency included on the Statement of Attainment issued to the student by another RTO towards the qualification, if the units meet the packaging rules of the qualification delivered by AIA. ○ Evidence is assessed in relation to validity, reliability, currency and fairness ○ Student will be contacted by phone or email and an appointment is made with student; ○ Student provided with “Course Credit Application Outcome Letter”; ○ If necessary, the content of the above is discussed in detail with the student; ○ Students are required to sign and date the Course Credit Application Outcome Letter as confirmation of acceptance of course credit granted. Students who are not satisfied with the application outcome are informed to access the Institute’s Complaints and Appeals Policy and Procedures. <i>(This is also provided in the above document)</i> ○ The original is given to the student and a photocopy is kept for audit purposes. <p>2. If disapproved, a written explanation for the decision is prepared for the student.</p> <p>3. Complete a spreadsheet of details of all applications for course credit listed, whether granted or not granted.</p>	Head of Department	Within 10 working days from the application date
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3. Review and Finalization	<p>1. If Student and respective HOD comes to an agreement on the outcome of the Course Credit Application, Course start date and end date is established</p> <ul style="list-style-type: none"> ○ The above must be reflected in a “Course Credit 	Administrative Assistant to PEO	Within 5 working days from the date of the decision

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	<p>Written Agreement” between the student and AIA;</p> <ul style="list-style-type: none"> ○ Timetable is prepared for the specific student for the completion of his/her course and must be acknowledged by Student and AIA Staff;(As per the requirement Student may enter into an agreement to attend 40 hours in a study week as per his time table requirement) <p>2. The Letter of Offer and Agreement is prepared. 3. The student is requested to pay his dues as outline in Offer Letter (Step 2)</p>		taken by the HOD
4. Outcome of Course Credit	<p>1. If the Course Credit leads to a shortening of the students’ course , AIA will:</p> <ul style="list-style-type: none"> ○ If the course credit is granted <i>before the student visa grant</i>, indicate the actual net course duration (as reduced by course credit) in the CoE issued for that student for that course , or ○ If the course credit is granted <i>will affect the duration of the course</i>, AIA must record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and cancellation of the original CoE. ○ If the course credit granted <i>will not affect the duration of the course</i>, AIA records the course credit in the students file and Wise.Net but does need to take any other action. ○ If the course credit granted <i>will affect the duration of the course</i>, AIA must record a change of course duration on PRISMS. To do this AIA used the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment, i.e. <i>“The student has been granted course credit”</i>. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE. 	PRISMS Administrator	On the same working day (Refer to Step 3)
5. Filing	<p>1. A copy of all documentation will be kept on the student’s file located on 287-313 Macaulay Road, North Melbourne 2. The Student Management System (Wise.Net) must be updated to reflect changes</p>	Student File Administrator, Data Entry Officer	On the same working day (Refer to Step 3)