



Course Credit Policy

Relevant Legislation	National ESOS Code: Standard 12
Commencement Date	April 2015
Next Review Date	October 2017

1. Purpose

The purpose of this policy is to details the arrangements associated with course credit.

2. Scope

This policy is applicable to course credit for international students.

3. Objectives

The objective of this policy is to ensure that there are protocols in place for addressing course credit for international students that meet the criteria referred to in Standard 12 of the National ESOS Code.

4. Definitions

Nil

5. Policy Information

Entry into any course is subject to the assessment of the School. Course credit may only be offered as outlined below.

For students transferring from interstate up to Year 10, the School does not offer course credit and entry into any course is subject to the assessment of the School.

For students transferring from interstate during Year 11 and the beginning of Year 12, the student may be deemed to have completed the required semester units or credits to be eligible for a Tasmanian Certificate of Education and/or an Overall Position for tertiary entry.

For students doing a VET course as part of their studies:

- Recognition of Prior Learning (RPL), Credit Transfers

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All VET students have access to a procedure that gives Recognition of Prior Learning (RPL) or Credit Transfer.

RPL (Recognition of Prior Learning) is the acknowledgement of the skills and knowledge a person has acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module.

Credit transfer refers to the granting of credit to students for subjects, modules or units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.

If a student believes that they fulfil these requirements they should approach their teacher first, who will bring it to the attention of the Head of Senior School. At the beginning of each course, the VET teacher will be responsible for ensuring that the students are informed of the Recognition of Prior Learning and Credit Transfer procedures. RPL information and forms can be obtained from the VET teacher or Head of Senior School.

- **Recognition of Prior Learning Policy**

All students shall have access to, and will be offered, Recognition of Prior Learning (RPL).

Recognition of Prior Learning Procedure:

Each year, the teacher will make students aware of the School's RPL policy via the VET Student Handbook. Teachers will remind students of this policy at the beginning of each new term and provide opportunities to engage in the RPL process. When approached by a student seeking RPL, teachers will:

- a) Provide the student with copies of an RPL Student Application Form.
- b) Provide the student with information about the types of evidence that can be used to support an RPL application.
- c) Make a prompt decision and notify students of the outcome of the RPL process.
- d) Update the student's records, if RPL is granted.
- e) Students can appeal a decision via the RPL Student Appeals Form.

Recognition of Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment issued by another Registered Training Organisation (RTO):

- **Recognition of Qualifications Policy**

The School will recognise all AQF qualifications (see: <http://www.aqf.edu.au/>) issued by any other RTO. The School will seek verification of the certification from the relevant RTO where there is any ambiguity.

- **Recognition of Qualifications Procedure**

Each year, the teacher shall make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the School. Teachers will remind students of this policy at the beginning of each new term.

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If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy and bring it to the attention of the Head of Senior School.

The Head of Senior School will verify the authenticity of the qualification or statement. The verified copy of the qualification or statement is placed in the student's file. Once the qualification or statement is verified, the teacher will give the student exemption for the units of competency or modules identified in the qualification or statement and update the student's records accordingly.

All records will be kept on the student file.

If course credit is refused the reasons will be documented, provided to the student and kept on the student file.

Procedure:

All applications for course credit will be assessed, documented and evidence/reasons/refusals kept on the student file.

6. Supporting Procedures/Guidelines

Nil

7. Related Documents/Systems

Nil

8. Record Keeping

This policy is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

9. Policy Owner

Headmaster

10. Policy Review Details