

## 1. Course credit policy and procedures

The intent of this policy is to provide students, staff and management a clear process for the granting and recording of course credit.

### Policy:

This policy/procedure supports 'Standard 2 – 2.3 -The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

This policy implements a procedure for JTI to process any student's *Course Credit Application* for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the credit transfer application and records are kept in the student file.

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to DHA via PRISMS.

### Definitions:

'**Course Credit**' is defined by the National Code 2018 as follows:

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.

#### '**Recognition of Prior Learning**' (RPL)

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.

#### '**Credit Transfer**' (CT)

The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training. These unit codes must identically match the units that the student is applying for credit.

No fees are charged for a credit transfer where the units completed are identical code by code or equivalent.

But where JTI must undertake an analysis of studies done somewhere else to see if equivalent, fees will be charged for this process.

### Procedures:

#### **Grounds on which course credit may be rejected** (examples not exhaustive)

- The content of previous completed course did not have the same content as the unit of competency which credit was applied for
- Validity checks indicated that documentation was inaccurate

- The official transcript was fraudulently created

### **Application process**

Students who intend on applying for course credit must inform JTI via inserting this information into *International student application form*.

Students or intending students must lodge their *Course Credit Application* at least 4 weeks prior to commencement of semester; this will allow JTI time to process the enrolment.

### **Prior to enrolment**

Students will be offered and made aware of the process for applying for course credit.

If the student applies for course credit and is approved, this will lead to a reduction in the student's course, the International Department will provide a **Letter of Offer and acceptance** which will reflect the details. The Confirmation of Enrolment will detail the reduction in course duration and the new course duration, this will be reflected on duration of 'course length' on the visa. (This will allow DHA to grant a visa with a duration that reflects the actual course length)

### **After enrolment**

In the case that student is provided course credit after the student visa is granted, any change in course duration will be reported via PRISMS under section 19 of the ESOS Act, this must be done within 14 days after the event as specified by the Act.

If the course credit granted **will affect the duration of the course**, JTI must record a change of course duration on PRISMS. To do this, JTI staff uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. We then choose 'transfer student into same course' and then change the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

The ISC will complete this process and once completed, the student will be advised of outcome and amendments will be detailed on the students' file.

The record of the course credit must be acknowledged and accepted formally by the student and a copy of the course credit granted will be provided to student.

### **Course Credit Transfer**

JTI recognises evidence of completed units of competency in the form of certified copies of results (statement of attainments and AQF qualifications) issued by other Registered Training Organisations. Course Credit Transfer is assessed, managed and granted or not granted by the relevant Course/Training manager.

### **Acceptable documentation to support course credit transfer application:**

- an official transcript or results from previous studies
- a copy of the unit description (for each subject at the time studies were taken, which includes assessment method and contact hours)
- translations must be provided if unit descriptions are in a language other than English
- Documents must be originals or certified copies (to certify a copy the student must take original to a Justice of the Peace or to JTI authorised staff).

## Recognition (RPL)

Recognition is a term that includes Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) and Skills Recognition. All terms refer to recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the Australian Quality Training Framework, competencies may be attained in several ways. This includes any combination of formal or informal training and education, work experience or general life experience. To grant recognition of prior learning/current competency the assessor must be confident that the candidate is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework (AQF). The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

To support this type of application, evidence of where and how the skills were obtained are required, for example, 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.

JTI RPL application requires the student to complete the RPL Application form by following the steps outlined.

The RPL assessor will map the evidence that the student has supplied, and this will be assessed according to the principles of assessment and rules of evidence aligned to the unit of competency requested for RPL.

Requests for RPL will be assessed, managed and granted or not granted by the RPL assessor in consultation with the Course/Training Manager.

RPL fees are calculated on a unit by unit basis. If the student is not successful in the RPL application for a unit, no refund will be given.

### RPL Process at a Glance

The following steps need to be followed if a student wants to apply for RPL:

#### Step one:

The applicant is to receive information from the Career Consultant regarding RPL. The Career Consultant will complete a checklist with the applicant to determine if the applicant is eligible for RPL. If eligible, a non-refundable registration fee will be charged which will be deducted from final fees for RPL or Training. The applicant will be given Book 1 – Self-Evaluation/Third Party booklet to go and complete.

#### Step two:

Once the applicant has decided on the units they want to apply for RPL, they must complete Book 1 to demonstrate their skills and knowledge for each unit and return it to the JTI Career Consultant with all the evidence to support their application for review by the Training Manager.

#### Step Three

The evidence a student provides must be verifiable, with recent evidence of work experience, previous training and life experience. Evidence may include but is not limited to:

- Resume
- Position Descriptions
- Performance Reviews

- Job Applications
- Samples of work
- Photos
- Conversations
- Third Party Verification Report
- Informal training certificates
- Statements of attainment and Statements of Participation
- Letters of support from professional referees
- Any other information that may be relevant in demonstrating your competency

#### **Step Four:**

The Training Manager will decide if the information sent by the applicant qualifies them for Recognition of Prior Learning. If the Training Manager deems the applicant has enough evidence for RPL, he/she will allocate an assessor who will then contact the applicant to discuss an assessment date, venue and time.

#### **Step Five:**

**The Assessor will** interview applicant regarding **the** self-evaluation documents submitted. This will take the form of a discussion of the documents presented and verification of authentication of copies of any qualifications, references, etc. The Assessor will then commence a 'competency conversation' with questions accessed from the RPL tool.

**Note:** If applicant is unable to meet the standard of answers required and does not address the key points the assessor is to ask secondary questions relating to the key points

#### **Step Six**

Once the interview is completed the assessor will review the notes from the interview and make a final decision. A decision should be made on each section of each cluster whether or not task needs to be undertaken in the work place or simulated at JTI premises.

If an assessment has to take place at the work place, the applicant must contact workplace to schedule venue and time.

If there are any areas where the student does not receive RPL for, he/she can participate in training to seal the skills gaps, in order for the student to achieve a full qualification.

#### **Refusal of applications for course credit**

The application will include reasons for rejection.

#### **Complaints and appeals**

In the case where a student application for Course Credit has been refused by JTI the enrolled student is able to access JTIs' Complaints and Appeals Processes in accordance with JTIs policies relating to Complaints and Appeals (see Standard 8). This will be at no cost to the student.

#### **Outcome of application**

The outcome of application (all evidence must be supplied with application) will be provided within 2 weeks of submission of full documentation. During this period, JTI may contact the student to request further documentation and/or for student to attend a meeting with the RPL assessor, Course Manager or Department Head to discuss the application. **Note:** If student has not provided full documentation this will extend the two week decision timeline.

## **Notification**

Students will be notified formally in writing of the outcome of their application. Students must formally sign or accept a record of Course Credit being granted; this acceptance document will be placed on students' file.

## **Confirmation of Enrolment and PRISMS Updates**

If the approval of Course Credit will lead to a reduction in the student's course, the ISC will include the 'new' course duration in the CoE via PRISMS within 14 days.