Course credit within the esos framework

Policy and Procedure No. 114
Course credit within the ESOS framework policy

International Training College has a policy of appropriately recognising course credit within the ESOS framework, as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

Purpose

The purpose of this procedure is to ensure prospective students/students are granted appropriate course credit within the ESOS framework in recognition of previous study, experience or recognition of a competency currently held.

Scope

This procedure applies to any staff involved in the processing of course credit.

Procedure

Course credit is defined by the National Code 2007 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.’

This document outlines International Training College policy and process for students to be granted course credit if they have suitable prior learning or experience.

- Students will be given a record of the course credit for their records, and a copy will be kept on the student’s file. If necessary the duration of study will be adjusted accordingly.

- Students are required to sign (or otherwise accept) a copy of the record of the course credit to confirm they have received it.

Students can enter a qualification without completing earlier qualifications or doing the prerequisite competencies if they feel they are already competent in those competencies. They are required to undergo a course credit assessment.

By applying for recognition of prior learning and/or mutual recognition, by default, this will result in students being exempt from completing that subject, and receiving course credit.

Applications for Exemptions should be submitted either before a student enrols at or by the end of the first term of study.
Applications for Exemption will only be accepted if:

- The student is enrolled in an approved course of International Training College
- The appropriate fee has been paid
- The application is made in the first term of study at International Training College

Exemptions will be granted based on skills and education that a student has already acquired from other appropriate courses. The granting of exemptions is based on the concept of Recognition of Prior Learning (RPL) and/or Mutual Recognition.

Exemptions will only be granted where it can be shown that the student has successfully completed other studies that are:

- Of a similar duration,
- Studied at a similar or higher level
- Of similar content.

International Training College will recognise qualifications from other countries as long as they meet the above mentioned criteria.

Students who have completed a qualification/components/competencies of a qualification that come within the Australian Qualifications Framework or other qualifications deemed to be acceptable to International Training College, may apply under this same process to have that recognised under the process of mutual recognition.

Exemptions are applicable only to the course in which the student is enrolled at the time of applying for exemptions. If a student changes courses, exemptions granted will be reassessed to ensure that they are still appropriate.

If International Training College grants the student course credit which leads to a shortening of the student’s course before the student visa is granted, the CoE will indicate the actual net course duration for the course.

If the course credit is granted after the student visa is granted, the change of course duration will be reported to DEEWR via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.
Process

An application for credit/exemption (RPL) must be presented to International Training College in writing.

Attach the relevant evidence of prior learning, and return to the Student Service Staff at reception.

The evidence provided must include:

- Photocopies or scanned images of the original transcripts certified by a suitable person to be a true copy of the original transcripts.
- Subject outlines specifying subject content and duration.

Students should note that incomplete applications may result in a rejection and/or delay in processing of the application.

Assessment of the skills and knowledge will be carried out in the following ways:

- Assessment by the Director or appropriately trained personnel by way of interview and/or inspection of evidence for compliance with the above mentioned criteria.

  And / or

- Sitting a challenge test to assess knowledge of competencies for which RPL has been requested or completing a professional conversation with an assessor.

If exemption/RPL is granted, tuition fees to the value of that competency’s worth, to a maximum of 25% of the course, will be deducted from the total course cost, but a charge will be made for the assessment process of the course credit. Further cost exemptions may be granted at the discretion of the Director but the maximum fee reduction remains at 25% of the course cost.

The result of the exemption process will result in exemptions granted being shown on the student’s academic transcript and result history.
References

Recognition of Prior Learning (RPL) – Policy and Procedure No. 10

National Recognition – Policy and Procedure No. 121

Complaints and Appeals – Policy and Procedure No. 110

International Student Handbook – Form 101.1

The National Code 2007

Skills Recognition, RPL – Form 34.1

Application for Refund – Form 109.1