

Course Credit Policy & RPL Policy and Associated Procedures

1. SCOPE

1.1 This policy applies to all Grenfell Institute of Technology Australia's prospective and current students undertaking vocational education and training courses and Grenfell Institute of Technology Australia's staff who deal with all matters concerning student enrolment and issuing eCoE. This policy applies to students who have identified with course credits and completed all 4 steps as following:

- 1.11 Filled Application for Enrolment Form
- 1.12 Completed Course Entry Interview Form
- 1.13 Have been accepted into the course, and Grenfell Institute of Technology Australia has extended student offer by adjusting course credits and duration of the study
- 1.14 The student has accepted student offer by way of signing student Letter of Offer and Student Agreement.

After Step 2, Grenfell Institute of Technology Australia's staff will assess credit transfers and students will be notified by way of writing and/or verbally with the student Letter of Offer and Student Agreement. Credit transfer may result in the reduction of course duration (i.e., shorter eCoE).

2. PURPOSE

The purpose of the policy is to outline how and when Grenfell Institute of Technology Australia will grant and record (i.e., student file, PRISMS) course credit. The policy also provides guidelines regarding the implications of course credit grant on the duration of electronic confirmation of enrolment (eCoE). The policy sets out that credit grants must be communicated with the student by providing a copy of the signed Credit Transfer Application Form. Student may accept the course credit grant or may refuse it by way of signing. The policy also defines 2 approaches to credit transfers (i.e., Credit transfer, RPL). The decision to grant course credit will preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

3. DEFINITIONS

3.1 Course Credit

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

4. CREDIT TRANSFER POLICY

Credit transfer refers to the transferral of academic credit obtained by students/learners through participation in a qualification's units of competency (ies) or national training package qualifications with other RTO's (i.e., only Australian providers), towards those unit of competency (ies) that are offered by Grenfell Institute of Technology Australia. Credit transfer is granted on the basis that the credit validates the student's competency within the relevant qualification / unit (s) of competency.

- 4.1 Credit transfer of the unit (s) of competency is available to all international and domestic students enrolling in any competency (ies) offered by Grenfell Institute of Technology Australia. Grenfell Institute of Technology Australia conducts a Course Entry Interview to ascertain credit transfers. Credit transfer only applies to the unit (s) of competency obtained by students from VET Australian providers.

4.2 Generally, Students' completed unit codes will either match with Grenfell Institute of Technology Australia's unit codes, or be equivalent to the current units on offer. Overall, the amount of credit awarded depends on how closely the subjects' students have completed are related to the equivalent subjects in your enrolment units.

4.3 Credit transfer allows the candidate to reduce the time, cost and study load associated with achieving a qualification. There is no charge for processing Credit Transfer applications. There is a pro-rata reduction in course fees if Credit Transfer is applied for and granted.

4.4 Please note that Credit Transfer applications can only be considered for whole units of competency.

4.5 In case of credit transfers, where a learner presents certification with units that are not normally offered by Grenfell Institute of Technology Australia and requires credit transfer, Grenfell Institute of Technology Australia will check the relevant training package and if the requested units fit the training package requirements, Grenfell Institute of Technology Australia will grant the credit transfer. The granting of such a credit transfer will be at the discretion of the training manager/CEO. Such credit transfer and RPL may reduce the duration required to complete this course. This reduced duration will be reflected on the student offer letter, international student agreement and student's Confirmation of Enrolment (CoE).

4.6 Grenfell Institute of Technology Australia accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

5. RECOGNITION OF PRIOR LEARNING (RPL) POLICY

5.1 Recognition of prior learning is a type of **assessment** that recognises competencies currently held, regardless of how, when or where the learning occurred against the requirement of unit (s) of competency that Grenfell Institute of Technology Australia offers. These competencies may be attained through any combination of formal or informal training and education, work experience or general life experience.

5.2 To achieve RPL, the assessor must be confident that the student is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework relevant to the unit. The evidence may take a variety of forms and could include previous certification, formal RPL assessment, references from past employers, testimonials from clients and work samples.

5.3 The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient. Grenfell Institute of Technology Australia appreciates the value of workplace and industry experience, and recognises that students/learners will acquire vocational skills and knowledge from a variety of sources other than formal training. These skills are legitimate irrespective of how they were acquired and the RPL process is designed to provide validation of such relevant skills. The student will complete the Course Entry Interview by which Grenfell Institute of Technology Australia's staff will know about RPL eligibility. Like credit transfers, RPL may also result in shorter eCoE.

5.4 An essential requirement of RPL is that you can prove that you **currently** have the required competencies in the unit applied for. An RPL application may only be made after enrolment and payment of fees and must be made using Grenfell Institute of Technology Australia's RPL Candidate Kit that will be available during orientation.

5.5 RPL in a unit will only be granted after students have completed the institute's RPL assessment requirements for that unit. Students must attach verified copies of all relevant documents to the RPL application form. There is a fee charged for each RPL application made based on the number of units applied for.

5.6 The RPL fee listed in the fee schedule section of the Student Handbook and is non-refundable irrespective of the outcome of the RPL application. There is also a pro-rata reduction in course fees if RPL is applied for and granted. RPL can only be assessed after a student has commenced their course. It is recommended that students seek advice from the Institute before commencing an RPL application.

6. COURSE DEMANDS

Students are encouraged to pay attention to Student handbook, Prospectus, Course Brochures, Course Entry Interview and course units.

7. PROCEDURE

7.1 Credit Transfer (CT)

7.2 Grenfell Institute of Technology Australia's staff who deals with student enrolment will identify students who have provided information relating to Credit transfers in Course Entry Interview Form. Grenfell Institute of Technology Australia's staff is to probe information relating to credit transfers during the brief interview that the CEO/Student Support Staff will be conducting during the Course Entry Interview. Furthermore, Grenfell Institute of Technology Australia's Application for Enrolment Form also has a place where students can tick credit transfer column. Credit transfer attracts no fees. However, the College staff has to verify students' original or attested documents for originality.

7.3 Following the verification of academic documents (e.g., statements of attainment, record of results, academic transcript must be in English language or must have valid English translation) Grenfell Institute of Technology Australia's CEO will map how closely the subjects that students have completed are related to the equivalent subjects in our enrolment units. If the student receives CT, the students will be notified by way of writing/verbally and asking students to accept CT by way of signing the student offer and course acceptance written agreement. The staff will amend the course credit information by adjusting course duration and tuition fees. If the student accepts the student offer by signing course acceptance written agreements, Grenfell Institute of Technology Australia's staff will create eCoE accordingly by adjusting the duration relevant to CT grant.

7.4 Candidates also have access to Grenfell Institute of Technology Australia's Complaint and Appeal Policy and Associated Procedures available on Grenfell Institute of Technology Australia's website if they are unsatisfied with the outcome of the Credit Transfer.

7.5 Although, Grenfell Institute of Technology Australia's staff is advisable to assess credit transfer prior to the issuance of eCoE, however, if the credit transfer (CT) is granted after the student visa grant, Grenfell Institute of Technology Australia's staff will report the change of course duration via PRISMS under section 19 of the ESOS Act within 14 calendar days.

8. RECOGNITION OF PRIOR LEARNING (RPL)

8.1 Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which the individual has achieved the required learning outcomes, competency outcomes, or standards for gaining recognitions for competencies. This assessment will occur after prior to students starting their classes and after they have returned the written agreement (i.e., after all 4 Steps). The RPL fees are mentioned in Fee and Refunds Policy and Associated Procedures.

8.2 The recognition of prior learning (RPL) process will be offered to and explained to all relevant students. All students will have access to Grenfell Institute of Technology Australia's RPL policy information through the Student Handbook and our official website.

8.3 Students who believe they have already obtained current skills and knowledge that would otherwise be covered in the unit of competency for which they intend to attain, should apply for RPL before or at the time of enrolment (i.e., Tick RPL Enrolment on the Enrolment Form). The student must produce verifiable documentary evidence as indicated by RPL assessment. The documents are not limited to but may include, pay slips, jobs undertaken, unedited pictures while undertaking an assignment, reference letters, third-party letters, endorsements, publications, work-samples, portfolio, previous job descriptions on Employers' letter head etc.

8.4 The student's skills and knowledge will be assessed and validated, and where appropriate, units of competency acknowledged and face-to-face training reduced. Grenfell Institute of Technology Australia's conducts a Course Entry Interview to ascertain RPL. When the learner and Grenfell Institute of Technology Australia's trainer/assessor/RTO Manager have identified RPL, the candidate will proceed with completing an RPL assessment (i.e., RPL Candidate Guide). The candidate will be provided all necessary information about the completion of RPL assessment and documentary evidence required. If the student receives RPL, the students will be notified by way of writing and asking students to accept RPL judgements by way of signing the Course Credit acceptance mentioned in the student offer. The staff will send the student offer including credit transfer grants and adjusted course money and duration. If the student accepts the RPL, Grenfell Institute of Technology Australia's staff will create eCoE accordingly by adjusting the duration relevant to RPL achieved.

8.5 If the RPL is granted after the student visa grant, Grenfell Institute of Technology Australia's staff will report the change of course duration via PRISMS under section 19 of the ESOS Act within 14 calendar days.

8.6 Candidates are also encouraged to provide their feedback on RPL assessments by completing the RPL Feedback Form. Candidates also have access to Grenfell Institute of Technology Australia's Complaint and Appeal Policy and Associated Procedures available on Grenfell Institute of Technology Australia's website if they are unsatisfied with the outcome of the RPL Process.

8.7 RPL processing fee is \$250 and RPL per unit of competency assessment fee is \$500.

9. GROUNDS FOR REFUSAL OF COURSE CREDIT

9.1 Grenfell Institute of Technology Australia's staff may refuse the course credit (i.e., CT, RPL) if the student does not produce genuine evidence against CT (e.g., fabricated transcripts, photocopy of original documents without attestation) and / or RPL (e.g., edited pics for RPL, non-verifiable work history, fabricated endorsements, letters, job description, or false information).

9.2 Grenfell Institute of Technology Australia may also not offer course credits if the student does not provide valid information in pre-enrolment stage (i.e., pre-enrolment analysis & brief interview, enrolment application form). Course credit may be refused if the presented transcripts does not lead to credit transfers (i.e., does not map to existing course units). Credit transfer can be refused if the student does not achieve RPL (e.g., if related to RPL assessment) and fails the assessment process.

9.3 However, the students are given a chance to appeal against the College decision to refuse course credits.

All refusal must be communicated in writing by attaching the refusal letter with the student offer.

RESPONSIBILITIES

The Administration and Student Support Officer will be responsible for:

- checking all incoming applications for enrolment
- conducting course entry interviews and approving student applications.

The CEO will be responsible for:

- reviewing and approving all applications for credit transfer and RPL

Trainers and assessors are responsible for conducting RPL.