



COURSE CREDIT POLICY

Standards for RTOs 2015 and ESOS ACT

PURPOSE AND CONTEXT

INTECH Management and staff are committed to granting course credit where previous study, experience or current competencies are requested by enrolling students to be recognised in any course enrolment.

The purpose of this policy is to provide for the assessment and credit of various types of non-credentialed learning undertaken outside of a formal learning environment such as employer-based training and development, and relevant life experience whilst ensuring that academic rigor is appropriately maintained.

SCOPE

The above information applies to all applications for credit not able to be processed under credit transfer and/or exemption criteria, or for which advanced standing is not available.

This policy applies to:

- Individual students seeking advanced standing or exemption from specified subjects, units and/or modules within a particular program
- Providers of employer-based programs, professional bodies, employers and private training and education institutions seeking to work with InTech Institute of Technology in the recognition of their programs and identification of pathways for future study for those students completing their programs

POLICY DETAIL:

InTech Institute of Technology implements the underlying principle of Recognition of Prior Learning (RPL) through a procedure that ensures no student should be required to undertake a subject, unit and/or module in a course for which they are already able to demonstrate satisfactory achievement of the performance outcomes stated in the published student information.

RPL takes into account a range of prior learning experiences and ensures students build on their prior learning to avoid repetition of subjects or components of courses that they may have already completed elsewhere.

The policy therefore aims to maximise the recognition of a student's prior skills, knowledge and experience whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

COURSE CREDIT AND RPL PROCEDURE

The Enrolments Officer shall:

1. On receiving a request for course credit supply the student with a current Recognition of Prior Learning (RPL) Kit for the unit or units of competency /course that the student is seeking course credit for.
2. On receiving a completed RPL application from an enrolling student, pass the application onto the relevant training staff member as soon as possible.
3. Register the change in course duration within the electronic confirmation of enrolment (eCOE) through PRISMS where course credit is granted for a unit/units of competency or course, prior to the confirmation of enrolment or if course credit is granted after initial enrolment and course commencement, submit a variation via PRISMS.
4. Ensure that students who are granted course credit are provided with a report identifying their units that been granted credit
5. Ensure that the Course Credit report is filed within the students records file and that the Overseas Student Contact Officer is advised of the students new course duration.
6. If the registered provider grants the student course credit which leads to a shortening of the student's course, InTech will:
 - a. if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
7. if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.

ASSOCIATED DOCUMENTS

- Application for Enrolment Form - RPL Course Credit Section
- Course Credit Application Form
- Official Transcript of previous study