

## STUDENT HANDBOOK

### Part A – All Students

### Section 9 – Course Credit

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ALG supports course credit practices including the Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) and credit transfers through a standard process, which is fair, transparent and consistent.

ALG will recognise current AQF qualifications and statements of attainment issued by other registered training providers where there are a current endorsed alignment/mapping documents through a credit transfer.

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#### Key Definitions

Course Credit Transfer: 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.

RPL (Recognition of Prior Learning): A student may be eligible for Recognition of Prior learning (RPL), if they meet the requirements for competencies based on any formal or informal education they have completed together with life and work experience. It is an assessment process that assesses the extent to which that individual has achieved the required learning outcomes for entry to, and/or partial or total completion of, a VET qualification.

Mutual Recognition of Qualifications: Recognition of Australian Qualifications Framework qualifications and statements of attainment issued by other registered training organisations, which may enable individuals to receive national recognition of their qualifications and statements of attainment. The nationally recognised training logo is used on all Australian Qualifications Framework qualifications and statements of attainment. Only registered training organisations may use the logo and only for training that is within its scope of registration.

RCC (Recognition of Current Competency): In assessment, currency relates to the age of the evidence presented by a candidate to demonstrate that they are still competent. Competency requires demonstration of current performance, so the evidence collected must be from either the present or the very recent past.

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#### How is Course Credit Assessed?

Some of the key elements on how assessment is made for course credit include:

- Evidence is reliable, valid and sufficient
  - Evidence is current
  - Evidence can be compared to national training outcomes and standards
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#### Recognition of Qualifications from RTOs

ALG will recognise and accept Statements of Attainment and Qualifications issued by any other RTO.

Please note a student must supply an official Statement of Attainment or Transcript that identifies the Units of Competency completed as per the qualification and training package i.e. not just the internal subject or modules

names they may have completed at the other RTO.

Competencies that have been awarded by other RTOs will be recorded on the Transcript of Competencies Achieved or Statement of Attainment, where applicable as 'Course Credit'.

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### Impact of Course Credit on Remaining Studies

Course credit may be granted in up to 100% of a qualification, course or module of study. Course credit may also be granted for a complete or partial Unit of Competency.

However it must be noted that most courses at ALG are delivered holistically and often many Units of Competency are clustered and delivered within the same delivery module.

In the situation where a student obtains *partial* course credit for a module, they may be still required to complete the *entire* module to still be trained and assessed in the modules they have not been recognized for i.e. ALG is unable to extract or modify a module to cater for Units of Competency the student may only require.

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### Applying for Course Credit

Students are informed of ALG's Course credit policy prior to enrolment. This information is contained on the website and student handbook.

Students who wish to apply for Course Credit are provided with an opportunity to discuss their Course Credit requests with a suitable staff member. This is for information purposes only and is not the formal assessment of the students Course Credit or course credit request.

Once a term or study period has commenced, Course Credit requests are accepted, however if course credit is granted the student is not entitled to a reduction in course fees or refund for the studies that have already commenced that term or study period.

Students can apply for course credit by completing the Course Credit Application Form. Course Credit Application will only be considered if the appropriate application fee has been paid. (See Fees part in this section for more details.)

Students will be asked to attach the relevant evidence of prior learning, and return to the Student Services Team. 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 /unit outlines specifying subject/unit content and duration;
- Evidence of work placements, case studies, job description;
- Evidence of currency.

The assessor will then assess the application based on the evidence submitted. Students are advised that an incomplete application or one with insufficient evidence may result in a rejection and/or delay in the processing of the application. The assessor will then assess the application based on the evidence submitted. The assessor may request further evidence such as a demonstration, completing challenge tests or the sitting of the relevant examination if the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency.

Applications will be assessed by appropriate qualified staff, or external assessors as the case may be. Where different assessors are used, moderation processes will be used to ensure consistency, reliability and validity of RPL/Credit transfer.

Students will be informed of the decision in writing and a record kept. If necessary, the adjustment of study will be made accordingly. Students are required to sign or otherwise accept the record of the course credit.

If unsuccessful, the student has the right to appeal using the appeals process.

If successful, the competencies that have been recognised will be recorded 'Course Credit' or 'Recognition of Prior Learning' as appropriate on the Transcript of Competencies Achieved or Statement of Attainment, where applicable.

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## Course Credit Fees and Credits

### The Application Fee – Initial

There is an \$85 non-refundable administration fee for your course credit application.

This is the fee to initially assess the application you have made and to assess either:

- i) immediate credit that can be granted based on evidence provided and/or
- ii) Additional credit that may be possible if additional evidence and/or assessment is provided and undertaken.

First Aid Unit Credit Transfer – for course credit applications involving a *credit transfer* of previous achievement of first aid units ALG does not charge this application fee.

### The Application Fee – Additional Administration or Assessment Fees

In some cases, after the initial course credit assessment has been undertaken the assessor may identify the application has not been completed correctly and/or there is need for additional evidence and/or there needs to be additional direct assessment if credit is to be given.

In this case, if the student does choose to provide the additional evidence or undertake the assessment then additional administration fees may apply. These will be explained to the student prior to undertaking this step.

### Potential Reduction in Course fees with Credit

Course credit may not result in a reduction in fees for a unit or module as ALG will still need to account for the course credit assessment costs and administrative costs of maintaining and issuing the national unit of competency or qualification based on course credit.

For classroom courses, it is anticipated that the course or unit fees will vary as each application will be unique. In some cases credit has not resulted in complete exemption to the delivery module and the student still needs to undertake the module in full to achieve other units of competency. Otherwise students who receive a course

credit with full exemption of the module are still required to pay a fee to cover the non-training costs associated with awarding this unit or course to a student.

For distance education courses, where RPL/Course Credit has been successful for all or some units, the unit cost is the same as the retail price of the unit.

The remaining fees due will be given to the student in writing, whereby the student accepts them upon making payment.

ALG will not charge more than the current stated tuition fee for the course or unit for which course credit is requested by an applicant.

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### Advice for Making a Course Credit Application

- All documents must be in English
- If translated documents, they must be from an authorised translation service
- Details must be provided – not just Certificates or transcripts. Unless you provide certificates from another registered training organisation, Certificates do not contain the detail needed to assess your training. Please provide detailed content of the studies you have done
- Details need to include hours of study for each unit and date/year studied
- Current competency – if you have studied more than 2-3 years ago, please provide evidence of current competency i.e. you have been working in that field and your skills are still current.
- Allow a minimum of 10 working days needed to review documents

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### Course Credit Outcome Appeals

In accordance with ALG Complaints and Appeals Policy a student who is dissatisfied with the outcome of his/her application may appeal the decision.

New evidence will not be considered as grounds for appeal. Where new evidence is made available, a new application must be submitted.

Appeals must be lodged no later than 20 working days from notification of the outcome of the original application and must be made in writing.

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### Assessment and Evidence Items Retention Policy

Assessment items, including course credit evidence, are not returned to students.

ALG must retain student assessment items as part of our RTO requirements.

Student must ensure only copies are provided to ALG and not originals.

ALG retains and archives all completed student assessment items, for each student, for a period of six months from the date on which the judgement of competence for the student was made in that assessment item. After this time they are destroyed.

Students will have the opportunity to view marked physical assessments within a 2 week period only from the date of the assessment being marked by an assessor prior to them being archived.

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### **Course Credit and Course Length for INTERNATIONAL STUDENTS**

Course credit may reduce the length of a student's course.

If this occurs before visa grant, providers indicate the actual course duration in the confirmation of enrolment issued for that student for that course.

If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.