

Purpose:

The purpose of this policy outlines the process for Skills Training Australia to grant course credit to international students with suitable prior learning or experience.

Policy Outline:

Definitions

Student	International Student
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.
Credit Transfer (CT)	The granting of exemption or credit by a Registered Training Organisation to students for units of competency completed under accredited training.
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 as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required.
Recognition of Current Competency (RCC)	The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained. <i>(Reference: NCVET VET glossary)</i>
Business Development	Handles the application if it is submitted prior to the issuance of eCoE. Receives course credit application form along with supporting evidences from student, checks the completion of the application and coordinates with Lead Educator - Nursing on the application outcome. Informs student the outcome of the application via letter and keeps the relevant documents in student's file
Training Coordinator	Handles the application if it is submitted after the issuance of eCoE. Receives course credit application form along with supporting evidences from student, checks the completion of the application and coordinates with the Lead Educator - Nursing on the application outcome. Informs student the outcome of the application via letter and keeps the relevant documents in student's file
Lead Educator - Nursing	Assesses the application within expected timeline and advises outcome with reasons. Makes changes to the application forms when there are changes to subject, or unit titles or codes

This policy and procedure supports 'Standard 12 – Course Credit' of the National Code of Practice for Providers of Education and Training to Overseas Students 2017 which states:

Registered providers appropriately recognise course credit within the ESOS framework.

Skills Training Australia processes student applications for course credit and documents any results, including student verification of the outcome. The organisation provides a process that ensures that students receive written verification of the outcome of the course credit application and records are kept on student files.

Skills Training Australia also ensures:

- Prior to a student's visa being granted, Skills Training Australia indicates the actual net course duration on the CoE. This will allow the Department of Education and DIBP to grant a visa with duration that reflects the actual course length.
- At any time after a student has been granted a student visa, any change in course duration due to the granting of credit is reported via PRISMS under Section 19 of the ESOS Act. Under Section 19, this must be done within 14 days after the event as specified by the Act.

Procedure:

- The student completes section 1 of FM156 Course Credit Application and submits it together with the supporting evidence to the Business Development (before issuance of eCoE) or Training Coordinator (after issuance of eCoE).
- Business Development or Training Coordinator checks the details, signs section 2 and forwards the entire application to the Lead Educator - Nursing.
- The Lead Educator - Nursing assesses the application and completes section 3 of FM156 Course Credit Application within the expected timeframe and returns the entire application to the Business Development or Training Coordinator.
 - For RPL/RCC the application must be assessed and based on evidence submitted within 10 working days
 - For CT the application must be assessed based on evidence submitted within 3 working days
- Business Development or Training Coordinator advises the outcome to the student and completes section 4.1 of the form. For RPL only the student pays the relevant assessment fee
 - When course credit is not granted the Course Coordinator/Business Development or Training Coordinator provides a 'Course Credit refused' letter to the student. If the student disagrees with the outcome, he/she may access Skills Training Australia's grievance and appeals process within 20 days of receiving the outcome
- If course duration is affected by Course Credit, Business Development or Training Coordinator updates PRISMS within 14 days of the changes that have occurred
- Business Development or Training Coordinator organises for the update/s to the student's enrolment in the student management system and completion of section 4.2 of FM156 International Students - Course Credit Application. Course Coordinator/Business Development or Training Coordinator generates a Course Credit granted letter and if applicable, updated eCoE to student.
- The relevant documents and records of correspondence are retained on the student's file

General Guidelines

Application

International Students – Course Credit Policy and Procedure

The Course Credit application must be submitted prior to the 1st week of the student's course commencement. Any application after this period will not be accepted by Skills Training Australia.

Evidence Requirements

- All supporting documents must be either originals or certified copies.
- Student should provide evidences listed below and any additional evidences requested by Skills Training Australia:

Primary evidence

- Official certificate, statements of attainment and transcript etc
- Outlines of any relevant training/course attended for overseas qualifications
- Certificate of Participation in short courses or professional development activities
- Certificates and Awards

Alternative and supplementary evidence

- Position description for current jobs or positions held
- Correspondence with clients
- Report from workplace supervisor on student's skills and knowledge
- Minutes of meeting
- Interview or Team Manager reports
- Demonstration of the skills and knowledge
- Reference/testimonies related to the skills/competencies claimed
- Examples of specific project/work/assessment tasks that student has completed

Fees

- RPL assessment fees apply if granted and student agrees the outcome of the assessment by Lead Educator - Nursing
- The student does not incur any fees for CT.

Documents to be retained on student file

The following documents in the student's file where applicable, but not limited to:

- FM156 International Students - Course Credit Application
- Evidences submitted
- RPL kit
- Updated eCoE
- Outcome letter
- Record of communication with student

Approval Authority:

This Policy is approved by Skills Training Australia Management as indicated and the quality controlled copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2017
- FM156 International Students - Course Credit Application
- PP013B International Students – Academic and Non-Academic Grievance



International Students – Course Credit

Policy and Procedure