

Policy Number & Name: RTOPRO031 Recognition and Credit Transfer Policy – International Students

Policy Area: Crown College International – International Students Only

Authorised by: Internationalisation Advisory Committee, Course Advisory Committee

CRICOS Provider No 03582D

Organisation Definition:

Crown Melbourne Limited trades as Crown Melbourne Limited, Crown College and Crown College International. For the purpose of this policy, any reference to Crown College, or the “college” should be considered a reference to any of these respective trading names.

1. Policy

1.1 This policy and accompanying procedures have been developed to ensure that Crown College International complies with the provisions of the ESOS Act 2000 and National Code Standard 12 to have formal processes in place for conducting and recording course credits granted to international students. This includes Recognition of Prior Learning (RPL) and Credit Transfer.

1.2 Unit of Competency Credits as a result of credit transfers from another Registered Training Organisation (RTO) will be handled in the same manner as Recognition of Prior Learning (RPL) as far as reporting to the Department of Education is concerned.

1.3 This policy and accompanying procedures should be read as an adjunct to Crown College International’s domestic Policy and Procedures for RPL and Credit Transfer; however, these procedures apply only to international students.

1.4 This RPL Policy is based on National Assessment Principles:

- a. “The assessment process shall provide for the recognition of prior learning regardless of where this has been acquired”.

2. Scope

The objective of the Recognition and Credit Transfer Policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised.

3. Responsibility

The International Student Admissions Officer or the International Student Administrator are responsible for implementing this policy and procedure. Crown College International Trainers/Assessors are responsible for conducting RPL assessments and/or approving Credit Transfer Applications. Any additional enquiries are to be referred to the International Student Support Officer, the Academic Manager or the Group Manager, Operations.

4. Procedures

4.1 Student Enquiries

- 4.1.1 All enquiring students will be offered an outcome to meet their specific circumstances within Crown College International's Scope of Registration, subject to the fees and charges outlined below (which are subject to change and review annually).
- 4.1.2 RPL Applications and Credit Transfer Applications are available from Student Administration or by request from the International Student Support Officer.
- 4.1.3 Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
 - a) Where Credit Transfer or RPL is granted before the issue of a visa, the course duration will be indicated on the Confirmation of Enrolment (CoE).
 - b) Where Credit Transfer or RPL is granted after the issue of a visa, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.
- 4.1.4 Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed.
- 4.1.5 No application for course credit will be accepted for the study period that the student has already commenced, however, eligible students may apply for course credit for units in subsequent study periods.

4.2 Assessment Processes

- 4.2.1 The assessment process will cover the following:
 - a) Assessment processes should cover the broad range of skills and knowledge needed to demonstrate competency.
 - b) Assessment of competency should be a process that integrates knowledge and skills with their practical application.
 - c) During assessment, judgments to determine an individual's competency, wherever practicable, are based on evidence gathered on a number of occasions and in a variety of contexts or situations, including the validation of evidence.
 - d) Assessment processes should be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
 - e) Assessment should cover both on and off the job components of training.

- f) Assessment processes should provide for the recognition of competencies no matter how, where, or when, they have been acquired.
- g) Assessment processes should be made accessible to individuals so that they can proceed readily from one competency standard to another.
- h) Assessment practices must be equitable to all groups or individuals.
- i) Assessment procedures and the criteria for judging performance must be made clear to the individual seeking assessment.
- j) The assessment approach should be participatory – the process of assessment should be jointly developed/agreed between the assessor and the candidate.
- k) A referee check will be conducted if required to confirm the authenticity of evidence.
- l) Opportunities must be provided to allow individuals to challenge assessments and provision must be made for reassessment in accordance with the Complaints and Appeals Policy and the Assessment Appeals Policy.

4.2.2 Only accredited assessors will conduct RPL assessments on behalf of Crown College International.

4.3 AQF Qualification Recognition

4.3.1 As required by the National Code 2007, an RTO must accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by RTO's.

4.3.2 Crown College International assessors must accept and recognise Statements of Attainment and AQF qualifications gained from other RTO's where national or state logos are justifiably used and competency is determined to be current and relevant. Assessment or re-assessment in such cases infringes an applicant's recognition rights and is non-compliant with the National Standards.

4.3.3 In the event a student wishes to undertake training in a recognised training program for refresher purposes they will be advised that the assessment at the learning level will not be necessary, however, may be offered as an option.

4.3.4 Where the recognised AQF qualification forms part of another AQF qualification the student will be enrolled in the additional units only.

4.3.5 Students with part AQF qualifications will be required to provide documented evidence of their qualifications.

4.3.5 An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of qualifications can be justified. This will be recognised as Recognition of Prior Learning.

4.4 Recognition of Prior Learning Fees

4.4.1 The fees for RPL are as follows:

- a) Recognition for qualifications up to and including Certificate III will incur a cost of \$1,500 per unit.
- b) Recognition for Certificate IV will incur a cost of \$1,500 per unit.
- c) Recognition for Diploma and Advanced Diploma will incur a cost of \$1,500 per unit.
- d) There is no associated cost for AQF Qualification Recognition (Credit Transfer).

4.4.2 Certificates or Statements of Attainment will not be issued until all fees are paid.

4.5 Course Duration

4.5.1 The Academic Manager will review a student's study load on confirmation of the course credit and liaise with the Group Manager – Operations to determine the actual course duration for that student. A timetable will then be issued for that student and relevant class scheduling will be advised.

4.6 Course Credit before granting of Student Visa

4.6.1 The International Student Admissions Officer will indicate by way of the Letter of Offer including the Acceptance of Offer that the intending international student has been granted a course credit for the net course duration as a result of an application for course credit.

4.6.2 The student will be required to sign the Acceptance of Offer Agreement to accept credits.

4.6.3 The Acceptance of Offer Agreement is placed and maintained on the Student's File.

4.6.4 The International Student Admissions Officer will issue the Confirmation of Enrolment (CoE) on receipt of the signed Acceptance of Offer Agreement and payment of the first study period's tuition fees and the Overseas Student Health Cover (OSHC) if relevant.

4.6.5 The duration of the course as a result of course credit will be indicated on the CoE so that the visa can be issued for the duration of the course.

4.7 Course Credit after granting of Student Visa

4.7.1 At any time after an international student has been granted a student visa, any changes in course duration due to the granting of credits will be reported via PRISMS by the International Student Administrator.

4.7.2 If the granting of course credits leads to a shortening or extending of the student's course, the International Student Administrator will report the changes of course duration via PRISMS and issue a new CoE that will reflect the actual course length.

4.7.3 The International Student Administrator will notify the student as to how to extend the student Visa if required.

5. Related Documents

Skills Recognition Policy – Domestic
RPL Application Kit
RPL Assessor Guides
Credit Transfer Application form

6. Policy Publication

All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees/contractors are made available on request at all times, and form part of the induction and orientation for employees/contractors and students and are made available via the website (where appropriate), student administration/management systems, learning management system and internal electronic systems.

7. Amendment Schedule

Table detailing any amendment made to the policy between review dates:

| Date | Modification | Version | By |
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