

ESOS 9.12.01 Course Credit and RPL Operating Policy and Procedures

1. Policy

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

2. Purpose

To provide for the assessment of credit of various types of learning undertaken by a student.

3. Responsibility

The Course Coordinator & Registrar are responsible for compliance with this procedure.

4. Guidelines

ESOS Standard 12
AQTF Standard 1.5

4.1. The subjects for which advanced standing is sought must be of diploma or above level and must have been passed at a satisfactory level.

4.2. The subjects must be part of an approved/accredited/certified course in the same field of study or with the same focus as the one in which an exemption is being sought.

4.3. Credits/exemptions will generally not be granted for relevant work experience.

4.4. No more than 50% of the enrolled course will be exempted.

4.5. The student does not need to have completed an entire qualification to be eligible to apply for exemption, but must have satisfactorily completed the subjects for which exemptions are being sought.

4.6. A student will not be granted exemptions for subjects completed more than 10 years ago, whether an Navitas College of Public Safety subject or that from another tertiary institution.

4.7. The College has no formal articulation arrangements with any other tertiary institution and therefore no "block" credits are given and there is no direct articulation into a particular year level.

4.8. The Credit Transfer Committee will consider all applications within the required timeframe to have outcomes prior to the commencement of the teaching period.

4.9. Being a dual sector provider, NCPS will develop 'guaranteed pathways' from VET into higher education along the same lines as Australian universities. Maximum credit to be given is for:

Advanced Diploma – 12 courses (units of study) of 24 in higher education programs.

Diploma – 8 courses (units of study) of 24 in higher education programs.

Pathways from VET into higher education subject to this policy are:

Diploma of OHS – B.Soc.Sc (Public Safety) - 8 courses

Diploma of Security and Risk Management – B.Sc (Security) - 8 courses

Diploma of Management – B.Soc.Sc (Criminal Justice) - 8 courses (see attached)

Definitions

Credit Transfer - If a student has completed modules or competencies that are the same or deemed equivalent, either in a different course, or at another registered education provider, locally or internationally they may be eligible for a credit transfer.

RPL - A student may be eligible for Recognition of Prior Learning, (RPL) if they meet the requirements for modules or competencies based on any formal or informal education they have completed together with life and work experience.

The process of RPL and Credit Transfer takes place once the student has enrolled. Where possible the assessment should occur between enrolment and before course commencement.

Applications for RPL/Credit Transfer which require no further information will be assessed and the student informed of the outcomes of the assessment in writing within 14 working days of the application being received, or students will be notified in writing of any further information required in support of their application. International students must be informed that it is a condition of their visa that they are enrolled in full-time study. Full time study is defined as 20 hours per week for 36 weeks of the year or pro-rata, according to the requirements of the ESOS Act. If RPL, or Credit Transfer, is granted, the student will be required to enrol in alternative approved studies to make up their load and the College must report any change of course duration via PRISMS under section 19 of the ESOS Act.

5.1 Procedure - RPL

- 5.1.1 Student completes course Enrolment Application and indicates intention to apply for RPL.
- 5.1.2 Where an application is to be made, the student must:
- 5.1.3 Have paid course fees as prescribed prior to receiving an RPL Kit; and
- 5.1.4 Be provided with a copy of the RPL Kit (Section 1) and Submission Template with Self Assessment Checklists (Section 2)
- 5.1.5 Suitable note made on the student's file indicating an RPL application is pending.
- 5.1.6 Application date stamped and student file updated;
- 5.1.7 Administrator checks application to ensure it is complete and suitable 'certified' copies of certificates (if relevant) are attached;
- 5.1.8 Assessor is appointed and provided with application for assessment;
- 5.1.9 Assessor must respond within 10 working days providing comments about whether RPL/credit transfer is to be provided and the circumstances warranting further information/evidence or a refusal;
- 5.1.10 Outcome of application to be conveyed to the student in writing within 14 days;
- 5.1.11 Students are required to sign the notification and return the signed copy to the College indicating that they accept the outcome of the application; and
- 5.1.12 Suitable note made on the student's file.

5.2 Procedure – Credit Transfer

- 5.2.1 Students will receive Advanced Standing documentation when they receive an offer for enrolment in one of the College's tertiary programs - (Form AF586). The Prospective Student Officer and/or Registrar must receive the completed form and supporting documentation by enrolment day.
- 5.2.2 A certified copy of the statement of results from the subject/s studied in the other course AND detailed subject descriptions of all subjects for which credit is sought must be included with the Application. An application cannot be considered without this documentation. The Prospective Student Officer must receive this documentation by or on the day of enrolment for the application to be considered.
- 5.2.3 The Credit Transfer Committee will be convened to review all possible credit transfer and recognition of prior learning and to grant exemptions accordingly, having regard to:
 - 5.2.4 the parity of the qualifications under consideration with the courses taught at the College;
 - 5.2.5 the content of the subjects under consideration; and
 - 5.2.6 the results achieved in the subjects under consideration.
- 5.2.7 Minutes of the Credit Transfer Committee Meeting must be taken (NT569) and then registered. (1 copy of the minutes must be maintained on Q drive and 1 copy for in the Credit Transfer Committee folder). Record all decisions on NF579 – Credit Transfer Decisions (to be stored on N drive). A copy of this form needs to be kept with the minutes in the Credit Transfer Committee folder and 1 copy in the student's file.
- 5.2.8 A decision will be made and the student notified in writing (NT554) within 14 days of submitting the documentation.
- 5.2.9 The student is required to sign the letter of advice acknowledge the decision with respect to credit granted and return this to the College.
- 5.2.10 If the credit application is successful, the student's record will be annotated accordingly and the next Transcript of Results received by the student will show an EX (Exemption) result for the subject.
- 5.2.11 The student's fees will be recalculated in Pepi and a refund issued (for fees paid directly to the College). The student must be issued a new timetable with new subject selections in addition to a new confirmation of enrolment. If the credit is granted prior to enrolment the student's eCoE must be revised to include the net course duration. If the credit is granted after the student visa is issued the changes must be entered into PRISMS.
- 5.2.12 Hard copies of all documentation must be retained in the student files and Credit Transfer Committee file. Documentation and outcomes must also be presented at the Higher Education Board meetings when convened at the beginning of each trimester.

5.3 Procedure (Appeals)

- 5.3.1 Where an applicant elects to appeal against an assessor's decision, the applicant must lodge a notice in the prescribed form (NF166) within 10 working days of the date on the outcome letter (5.2.5 above);
- 5.3.2 The appeal will be considered by the Course Coordinator in conjunction with a neutral staff member and the Registrar;
- 5.3.3 The outcomes will be conveyed in writing to the student within 10 working days of its lodgement. In the instance where the Committee determines that there is no case for the appeal the student may lodge a complaint through the College's Grievance policy.

6. Authority

Authorised by the General Manager (Public Safety)

7. Approved

Approved by the Higher Education Board 11.06.09

Related Policies

5.2.6 Admission with Advanced Standing

Procedural Forms and Documents

NF586 - Application for Credit Transfer - Enrolling Students.

NT554 – Credit Transfer Decision Letter

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
03/08/09	Jodie Reeve	Formatting changes	Minor change
27/11/09	Jodie Reeve	Change of logo & name, amended document references	Minor change