QMS 414 RPL & Credit Transfer (Course Credit) - International Students

1. INTRODUCTION

This procedure identifies the process administering course credit applications for international students.

2. REFERENCES

2.1 Education Services for Overseas Students Act 2000 (ESOS)
2.2 The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) – Standard 12.
2.3 Australian Quality Training Framework (2010)

3. DEFINITIONS

DIAC	Australian Government Department of Immigration and Citizenship
PRISMS	Provider Registration and International Students Management System
eCOE	Electronic Confirmation of Enrolment
STRATA	Chisholm Student Management System
ISP	International Student Programs Department
Course duration	period specified on a student's COE (Confirmation of Enrolment), in accordance with the National Code 2007, Standard 9
Course commencement	the date specified on the Letter of Offer as being the date of the Chisholm International student orientation program conducted by Chisholm
Course credit	As defined by the National Code 2007 – Exception 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 (Credit Transfer) and recognition of prior learning (RPL)
Credit Transfer	As defined by QMS 408 - RPL and 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	As defined by QMS 408 - RPL and Credit Transfer - A student may be eligible for Recognition of Prior Learning (RPL) if they meet the requirements for the modules or competencies based on any formal or informal education they have completed together with life and work experience.
Application form	QMS 414/01 - International Student - Credit Transfer Application or QMS 414/02 - International Student - RPL Application.

4. POLICY

To meet the requirements of Standard 12 Course Credit of The National Code 2007

4.1 Chisholm must have a documented procedure for granting and recording of course credit.

© Chisholm Institute of TAFE

4.2 Where course credit is granted, a copy of the course credit will be provided to the student.

4.3 Chisholm must have a process where the student can sign or otherwise accept the course credit and this acceptance must be recorded on the student file

5. PROCEDURE

5.1 A student may apply for Credit Transfer from the time of applying for admission and any time thereafter by submitting QMS 414/01 - International Student - Credit Transfer Application.

5.2 A student may apply for RPL upon receipt of QMS 327/01 - Course Acceptance Form by ISP. The student must complete QMS 414/02 - International Student - RPL Application.

5.3 An individual may apply for an RPL Assessment Service Only by completing and submitting QMS 414/02 - International Student – RPL Application.

5.4 Application forms must be accompanied by relevant documentation.

5.5 Application forms and relevant documentation are to be submitted to ISP.

5.6 ISP will record notification of course credit application on STRATA and when the application is considered to be complete, the application form and documentation will be forwarded to the appropriate teaching department for assessment.

5.7 The teaching department will:

a) Assess the application for course credit in accordance with service standards in QMS 408 - RPL & Credit Transfer.
b) Where the student is overseas and further information is required as advised by the teaching department, ISP will communicate the requirements to the student.
c) Complete and return the application form to ISP.

5.8 International Student Programs will:

Inform the student of the course credit application outcome:

a) Where the course credit application is assessed and course credit can be offered, the offer letter is generated which includes a statement of course credit.
b) Where the course credit application is assessed and no credit can be offered, the student is informed in writing and a standard offer letter for admission is generated.
c) Where a student has requested a credit assessment once enrolled in the course, and the credit application has been assessed and credit can be offered, a new offer letter is generated which includes a statement of course credit.

5.9 ISP will record the course credit application outcome on the student's file

5.10 Where the student indicates on their QMS 327/01 - Course Acceptance Form that they wish to accept the course credit offered, Chisholm will issue an eCOE via PRISMS confirming the actual course duration.

© Chisholm Institute of TAFE

5.11 Where the student is already enrolled and a course credit is accepted by indicating on a new QMS 327/01 - Course Acceptance Form, Chisholm will vary PRISMS and issue a new eCOE confirming the actual course duration.

5.12 Should a student be unhappy with the outcome of the course credit application, the student may appeal and will be advised to access QMS 408 - RPL & Credit Transfer and QMS 519 - Complaints.

6. FORMS AND ATTACHMENTS

6.1. QMS 414/01 - International Student - Credit Transfer Application
6.2. QMS 414/02 - International Student - RPL Application.
6.3. QMS 327/01 - Course Acceptance Form

7. RELATED PROCEDURES

7.1. QMS 312 - Enrolment - International Students
7.2. QMS 327 - International Student - Fees and Refunds Policy Students
7.3. QMS 408 - RPL & Credit Transfer
7.4. QMS 519 - Complaints
7.5. QMS 412 - International Students - Completion within Expected Duration

8. REVIEW

This procedure is due for review: 1 June 2014

The process owner shall review this document twelve, (12), months after initial publication and thereafter at twelve, (24), monthly intervals

9. KEYWORDS

Course credit, credit transfer, recognition of prior learning, RPL

© Chisholm Institute of TAFE