



## Course Credit

### Policy

This policy implements a procedure for New Era Institute to process any student's applications for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are stored as below.

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to the appropriate government agency(s).

### Definitions

**'Course Credit'** is defined by the National Code 2007 as follows:

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.

#### **'Credit Transfer' (CT)**

The granting of exemption or credit by a Registered Training Organisation to students for units of competency completed under accredited training. These unit codes must identically match the units that you are applying for credit.

#### **'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 (elements and performance criteria) 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. I.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning outcomes against the learning outcomes of the current course.

### Procedure

All students are made aware of the ability to apply for unit/s credit via CT or RPL application throughout the enrolment and Orientation process of the course. This is supported with information provided in the Recognition Self-Assessment Guide which can be found at [www.newerainstitute.edu.au](http://www.newerainstitute.edu.au) under Student Portal and more details can be found in the Student Handbook.



While students may apply for national recognition at any time, they are encouraged to apply before commencing a course. Students can apply for CT, preferably by the 2nd week of the first term of study in their enrolled course.

To apply for unit/s credit, the student must complete a CT and RPL Application Form found in the appendices of the Recognition Self-Assessment Guide.

All applications are to be submitted to Student Services and include original documents to be sighted and copied by Student Services or the student may submit copies which are certified as a true copy of the original by a Justice of the Peace (or equivalent). Applications will not be accepted unless all required information is included.

Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.

A 'CT and RPL Application Form' must be accompanied with nationally recognised Certificates and/or with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Students are required to submit their application with supporting evidence as required and outlined in the applications:

### ***Credit Transfer***

Students who have completed a Nationally Recognised qualification/unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit/s. The student must submit the original certificate to Student Services who will sight, copy and scan:

1. For filling in the student file
2. Collating the supporting documents to make a decision on verification to award Credit Transfer by a qualified assessor.

### ***Recognition of Prior Learning***

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for RPL.

The student must complete the CT and RPL application form and submit to Student Services with supporting evidence as required. The portfolio of evidence must be clearly identifiable, as stated in the Recognition Self Assessment Guide, to support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought.

The student must submit the portfolio of evidence to Student Services who will sight, copy and scan all the evidence submitted:



1. For filling in the student file after the assessment process
2. Collating the supporting documents to make a decision on verification to award RPL by a qualified assessor.

Where any application for unit/s credit is received by New Era Institute, either CT or RPL, the outcome to the application will be made within 14 working days of receiving it, or as soon as practical where further information is required to determine the outcome.

Where either of the above, CT or RPL applications are assessed, the following will occur:

- Student Services must adjust the student's CoE to reflect any reduction in the period of study the student if the application is successful is enrolled after seeking approval from the CEO.
- New Era Institute will provide the student a 'Letter of the outcome of CT and RPL application.
- All documentation is to be scanned and stored electronically by student services in individualised student file on the server. The hard copies are filed in individualised folders and stored in the student file management room.
- The successful outcome is entered in RTO Data.