



**PARAMOUNT
INTERNATIONAL
COLLEGE**

Paramount International college

RTO Code 45585, CRICOS Code 03832B

Course Credit Policy & Procedure

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Purpose

The purpose of this policy and procedure is to outline Paramount International college's approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorised issuing organisation such as a university
- Authenticated VET transcripts issued by the Registrar.

Course credit may also be awarded for RPL. The process for RPL is included in *Training and Assessment Policy and Procedure*.

This complies with Clause 1.12 and 3.5 of the SRTOs and Standard 2 in the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The recording of course credit is addressed in the *Student Administration Policy and Procedure*.

Definitions

AQF means Australian Qualifications Framework which can be accessed at <http://www.aqf.edu.au>

Certification document means a Testamur, Statement of Attainment or Record of Results

Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

ESOS Act means the Education Services for Overseas Students Act 2000

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018 which can be accessed from www.legislation.gov.au

PRISMS means Provider Registration and International Students Management System

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment

RPL means Recognition of Prior Learning

RTO means Registered Training Organisation, a provider and assessor of nationally recognised vocational education and training.

SRTO means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may also be called an 'award', 'qualification' 'parchment', or 'certificate' elsewhere

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module.

Policy

1. All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for credit by completing a *Credit Application Form* at the time of enrolment and providing relevant supporting documents.
2. All evidence provided as part of an application for credit will be authenticated by contacting the organisation that issued the documents to confirm the document is valid.
3. Where a student can provide certified copies of AQF certification documents issued by another RTO or authorised issuing organisation, Paramount International college will provide credit for that unit or module where it is a unit listed in the student's course of enrolment with Paramount International college.
4. Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, an analysis as to the equivalence of study completed with the relevant units in the student's enrolment with Paramount International college will be undertaken.
5. Paramount International college will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.
6. Students will be advised of the outcome of their credit application in writing and must accept the credit awarded. Where credit is applied for and approved at the time of application and before enrolment, the course credit will be written into the student's *International Student Letter of Offer and Agreement*. This may result in a reduction of the course fees.
7. For international students: where credit or RPL has been granted on commencement of studies and will affect the duration of studies, this will be recorded in PRISMS and a new CoE will be created accordingly.

Procedures

1. Issuing credit

Procedure	Responsibility
<p>A. Applications for Credit</p> <ul style="list-style-type: none"> ▪ Students will be offered the opportunity to apply for credit as part of the enrolment process. ▪ To apply for credit, a student should fill in the <i>Credit Application Form</i> and supply certified copies of their relevant transcripts. ▪ Applications that do not include certified documents should be returned to the student unless copies are certified by an Paramount International college staff member upon viewing the originals. 	Student and Administration Team
<p>B. Review Credit application</p> <ul style="list-style-type: none"> ▪ Transcripts should be reviewed for their authenticity. Consider: <ul style="list-style-type: none"> – Does the transcript include the expected information on an AQF Certification document such as name of institution, code, full name of the student, name and codes of units completed? – Has the copy been certified? ▪ Are the units/modules previously studied relevant to the student's current enrolment? If not, the credit application does not need to be progressed further and the student can be advised that they were not granted any Credits. ▪ Where there is a direct unit match by code and title, a credit can be issued. ▪ Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment, a credit can also be granted for those relevant units. ▪ Where previously completed studies are relevant/ similar to a unit in the student's enrolment, the content of the completed units/modules must be analyzed to identify whether the outcomes are equivalent to any units/modules in the student's course. This may be assessed by reviewing the content of the unit/module which may be accessed through the university or the student may be asked to provide further information if required. ▪ Where equivalent outcomes are identified, a credit can be issued. The reason for the credits issued should be documented on the <i>Credit Application Form</i>. 	Academic/ Senior Student Support Officer and Trainer/Assessor
<p>C. Notify student of Credit outcome</p> <ul style="list-style-type: none"> ▪ Once credits have been determined, notify the student of the outcome of their credit application in writing. ▪ Where 3 or more credits have been granted, reducing the amount of training and assessment needing to be provided, review the cost of the course and advise the student of the reduced course fees. ▪ For international students, follow procedures indicated in <i>Student Administration Policy and Procedures</i> in regard to notification and acceptance of credit and issuing of CoE when credit is awarded. 	Academic/ Senior Student Support Officer and Trainer/Assessor
<p>D. Keep records of Credits granted</p> <ul style="list-style-type: none"> ▪ Keep records of all documents used in the assessment of a credit application in the student's file. 	Academic/ Senior Student Support Officer and Trainer/Assessor

Document control

Document Name	PP2.06 Course Credit P&P
Version ID	<i>PIC-CC-V1.0</i>
Authored by	Compliance Officer
Reviewed and Approved by	Chief Executive Officer (CEO)
Date of Approval	01.01.2024
Next Review Date	12 months after approval
Standards (SRTOs)	Clause 3.5
Standards (National Code)	Standards 2

Summary of changes

Date	Change
15.04.2015	Full Version Course Credit Policy and Procedure Version ID: <i>SC2-I - Credit P&P V3.0</i>
28.09.2020	Version ID: <i>PIC-CC-V1.0</i> Revised version V1.0 Version naming convention changed to keep consistency across all policies and procedures as well as other PIC documents. Reviewed and updated against the current SRTOs and National Code Standards. Reviewed and updated according the current administrative and legal frameworks in practice. Reviewed and updated in alignment with the current administrative documents and materials used.

Note

This document is uncontrolled when printed and may be out of date. The current version of this document is maintained on Paramount International college's website: www.pic.edu.au