



# BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D (VIC)

RTO PROVIDER NUMBER 22238

## P.11V5 CREDIT OF PRIOR STUDIES POLICY AND PROCEDURE

### 1.0 PURPOSE

- 1.1 This Policy and Procedure ensures that Barkly International College herein "BIC" will formally recognise the AQF Qualifications and Statement of Attainments by any other Registered Training Organisation. The underlying principle of the Nationally Recognised Training is that a student does not repeat any training and assessment previously undertaken and as assessed as been Competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this.
- 1.2 This Policy and Procedure also meets the requirements of:
  - ESOS National Code 2018 Standard 12 – Course Credit and;
  - Standards for Registered Training Organisations 2015- Standard 3 Clause 3.5  
*"The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:*
    - AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
    - authenticated VET transcripts issued by the Registrar."

### 2.0 SCOPE

- 2.1 Credit of prior studies is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

### 3.0 DEFINITION

- 3.1 **Credit** - Is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

### 5.0 RESPONSIBILITY

- 3.2 The Training and Compliance Manager is responsible for implementation of this procedure and to ensure that all relevant staff, third parties and students are aware of its application and its requirements are implemented accordingly.

### 4.0 APPLICATION

- 4.1 All prospective students are informed in the student prospectus, student handbook, BIC website, course information of the ability to apply for Credit/s of Prior Studies.
- 4.2 Students must complete an application using F.05V1 Credit Transfer Application Form

#### Document Information

<b>Title:</b>	P.11 Credit of Prior Studies Policy	<b>Version No:</b>	V5.0
<b>Author:</b>	Barkly International College Pty Ltd	<b>Date Created:</b>	November 2010
<b>Reviewer:</b>	Evelin Cruz	<b>Date reviewed:</b>	October 2020
<b>Department:</b>	Admissions and Academic	<b>Next Review date:</b>	December 2017



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- 4.3 The application must be accompanied by original or certified original certification documentation. Certified original either by BIC or certified by an authorised certifier Under Section 39 of the Oaths and Affirmations Act 2018.
- 4.4 These documents will provide the detail of what units of competence the applicant has been previously issued.
- 4.5 Statements of attainment, Record of Results or Awards should be in the correct format as outlined in the Australian Qualifications Framework, First Edition, 2011.
- 4.6 All applications are to be submitted to the student administration team for processing.
- 4.7 Students are asked to apply for Credit of Prior Studies 14 days before course commencement before or at enrolment time to enable BIC in providing the student with correct course fees, correct timetable, volume of learning and eCOE duration, however students may apply for a Credit of Prior Studies at any time throughout their studies should the identify the need to do so.
- 4.8 Credit of Prior Studies in not Recognition of Prior Learning (RPL). Please P.25V6 Recognition of Prior Learning Policy for further details about (RPL).

## 5.0 PROCESSING OF APPLICATION

- 5.1 All applications for Credit of Prior Studies will be checked that all sections of the application form is filled in correctly and all supporting evidence is certified original either by BIC or certified by an authorised certifier Under Section 39 of the Oaths and Affirmations Act 2018.
- 5.2 BIC reserves the right to authenticate the information through either the Unique Student Identifier (USI) service online, or by contacting the issuing Training Organisation directly if not satisfied with the authenticity of the documents received.
- 5.3 The admission team will forward the application and supporting evidence to the Training and Compliance Manager for reviewing.

## 6.0 RESULT OF APPLICATION

- 6.1 The Training and Compliance Manager will grant credit(s) when;
  - Unit/s of competency with has the same Code and Title as the unit/s offered by BIC;
  - If there is a difference in code and or title, for the credit to be granted to unit must be deemed equivalent as published on the National Training Register [www.training.gov.au](http://www.training.gov.au);
- 6.2 If a unit is deemed not to be equivalent on the National Training Register, BIC will not grant the Credit. *(Students will be guided towards seeking RPL in accordance with BIC's P.25V6 Recognition of Prior Learning Policy).*
- 6.3 Students will be notified of the result of their application by F.06V06 Credit Transfer Feedback Form and will outline the reasons for the decision taken.

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- 6.4 The granting of Credit/s of Prior Studies will alter the course fees; students will be sent a letter outlining the breakdown in reduction of fees.
- 6.5 The granting of Credit/s of Prior Studies will alter the structure and duration of the course. Prior to commencement of study the student will be given an individual learning plan, a timetable and will have a short meeting with their trainer and assessor who will discuss the exemption of class due to the granting of credit/s. This meeting will normally be held on orientation day.
- 6.6 If possible a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
- 6.7 Any course duration reduction as a result of Credit(s) granted to students must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa **or** on PRISMS if granted after the issue of a visa.
- 6.8 All documentation; Application Form, Verified copies of Qualifications, Record of Results and Statements of Attainment and result of application letter must be kept in the student administration file and entered into the Student Management System. used as the basis for granting Credit Transfer must be placed in the student administration file.
- 6.9 Granting of Credit(s) must be recorded as a unit outcome in the students file.
- 6.10 If the credit transfer is granted before the student visa has been granted the Enrolment Officer will record the refined course duration in the eCoE issued for the student.
- 6.11 If the credit transfer has been granted after the student has been issued a student visa, and it will reduce the course duration, the Enrolment Officer will record a change to the course duration in PRISMS, cancel the original eCoE and issue a new eCoE.
- 6.12 If the credit transfer has been granted after the student has been issued a student visa, and it will not affect the course duration, the Enrolment Officer will notify Student Administration to have the student's file updated with the course credit.

### RELATED DOCUMENTS

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- P.25V6 Recognition of Prior Learning Policy
- F.05V1 Credit Transfer Application Form
- F.06V6 Credit Transfer Feedback Form

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