

## COURSE CREDIT POLICY

### Purpose

The purpose of this policy is to ensure Insight Academy appropriately recognise course credit when applied for by students and has a process for the granting and recording of course credit.

It also ensures Insight Academy has a way to provide a record of the course credit to the student and ensure it is signed or otherwise accepted by the student, and placed it on the student's file. The decision to grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

### Policy

Course credit is defined by the National Code 2018 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. Includes academic credit and recognition of prior learning.'*

Credit transfer is defined in the AQF as follows:

*'Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.'*

Under this policy, Insight Academy will provide applicants with the opportunity to apply for credit prior to Application for Enrolment or during the initial part of the course. However international students are encouraged to apply at the enrolment stage as it may affect the course duration and student visa conditions.

Insight Academy 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 organization.
- Authenticated VET transcripts issued by the Registrar.

This acceptance is usually for purposes of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units/modules already held by the student. Learners will not be required to repeat any unit or module in which they have already been assessed as competent (unless a regulatory requirement or license condition requires periodic retraining/refresher training) or based on their own decision to repeat. Fees may apply if student chooses by themselves to repeat the learning and/assessment.

Recognition of qualifications issued by other Registered Training Organisations does not require an RTO to recognise the qualifications/Statements of Attainment issued by another RTO for any purposes other than training with that RTO, such as licensing or employment arrangements, e.g. industrial award classifications.

In addition, Insight Academy is not obliged to issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at one or more other RTOs.

Recognition of qualifications issued by other RTOs does have a limited lifespan. If the qualification/Statement of Attainment is currently listed on the National Register and is still a component of a qualification that the student wishes to undertake, recognition must be given. If the qualification/Statement of Attainment held by the student has been superseded and is no longer on the National Register or is not the version required by the qualification into which the student wished to enrol, national recognition does not apply. In such situations, recognition of prior learning (RPL) would be the appropriate way to proceed.

Students will be given the opportunity to accept the result or outcome of the assessment.

Insight Academy will provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and placed it on the student's file.

## **Procedure**

For a student to apply for course credit the following needs to be followed.

- A Course Credit Application form is available to students on [www.insightacademy.edu.au](http://www.insightacademy.edu.au) or they can request copy from Student Services.
- Applicants must present the original certification document for sighting or provide a certified copy of the certificate with their enrolment. Insight Academy may then verify the document to ensure its legitimacy and currency. Insight Academy will write on the copy of the document the date and person they spoke to when verifying the qualification. This process is used on random basis or where staff has any doubt related to the documents provided.
- Any credentials issued in Australia after 2015 are recorded on USI register and access can requested from student by Student Services staff for verification purposes.

- If Insight Academy grants course credit to an overseas student, then learner/student is notified by written record of the decision and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- Grant of course credit that reduces the overseas student's course length, then Insight Academy must:
  - Inform the student of the reduced course duration following granting of course credit (CT) and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
  - Report any change in course duration in PRISMS if course credit is granted after the overseas student's visa is granted. The change of course duration must be reported via PRISMS within 14 days under section 19 of the ESOS Act.

**Students should be made aware that incomplete applications may result in a rejection and/or delay in processing of the application.**

If credit is granted, tuition fees to the value of that subject's worth, to a maximum of 25% of the course, will be deducted from the total course cost.

Further cost exemptions may be granted at the discretion of the PEO but the maximum fee reduction remains at 25% of the course cost.

The result of the exemption process will result in exemptions granted being shown on the student's academic transcript and result history.