



## Australian Computer Society Policies and Procedures: Course Credit

### National Code Standard 12

The National Code states:

***Registered providers appropriately recognise course credit within the ESOS Framework. (National Code Standard 12)***

### Purpose and Scope

These Policies and Procedures will apply to all Australian Computer Society (ACS) ICT50115 Diploma of Information Technology (DIT) courses delivered by ACS and/or its Partners.

This standard outlines Australian Computer Society's policies and procedures for granting course credit(s) to potential and current Australian Computer Society students with suitable equivalent prior learning or experience.

For the purposes these policies and procedures Australian Computer Society has adopted the National Code 2007 definition of course credit:

***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.***

In accordance with regulatory requirements, Australian Computer Society recognizes all AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations and grants academic credit for such courses/units of study upon a prospective or existing student's application (supported by the requisite documentary evidence) for such course credit.

Australian Computer Society does not grant course credits for the recognition of prior learning based on employment 'experience of recognition of competency currently held'. This is because the target market for the ICT50115 Diploma of Information Technology is school leavers who do not have industry experience.

Students can apply for academic credits before or after their Visa approvals.

The maximum academic credits which can be given to any student in any course cannot exceed more than twenty five percent (25%) of that course weight.



## Procedures – Applying for Course Credit

From the National Code:

**12.1** *Where the registered provider grants course credit, the registered provider must:*

- a. have documented procedures for the granting and recording of course credit; and*
- b. provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.*

Applications for course credit can be made by applicants either before or after a visa has been approved by submitting a completed Course Credit Application Form available from the Australian Computer Society's website, the Partner's website, or in hard copy from Student Services.

Applications made prior to enrolment have to be submitted to Student Services to be transferred to the ACS for assessment and determination, and returned to Student Services.

Applications made on or after enrolment have to be submitted to Student Services and they are transferred to the ACS for assessment and determination.

Course Credit (Academic Credits only) applications have to be submitted with the following validated evidence:

- Academic transcript or;(mandatory)
- Statement of attainment; (mandatory)
- Details of contents of all Subjects/Units for which Course Credit is being applied for; (mandatory)
- Completion Letter or Certificate award (optional)

Applications for Course Credit(s) will be recorded and assessed by the ACS.

- If the application is approved, the ACS will provide a record of the course credit to the student, which is signed or otherwise accepted by the student, and record the relevant notes and outcomes in the student's file.
- If the approved application was made prior to the issuing of the eCoE, the eCoE will, when issued, reflect any changes in the course duration flowing from the approval.
- If the application is rejected, the applicant will be informed of the outcome and the reasons for the decision, and informed of their right to submit an Appeal in accordance with Australian Computer Society's Complaints and Appeals Policies and Procedures.



## Procedures – Course Credit and Course Duration

From the National Code:

- 12.2** *If the registered provider grants the student course credit which leads to a shortening of the student's course, the registered provider must:*
- a. if the course credit granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or*
  - b. if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 .*

Due to the structure of the Australian Computer Society's ICT50115 Diploma of Information Technology course, the granting of course credit may not result in any reduction in course duration.

Where the approved credit results in a time without unit classes, students are given Leave of Absence for the duration of the unit of competency classes, and attendance calculations will exclude the class covered by the leave of absence.

Such Leave of Absence will be recorded in the student's file and PRISMS, but will not result in any extension of the expected Course duration.

In the event of a query regarding this Policy and Procedure, please contact:

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**End of Document**  
**Course Credit Policies and Procedures**

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**Version History**

Date	Version	Revision History	Author /Reviser
September 2014	1	Original draft	DS
September 2014	2	Minor changes resulting from editing by AJ	DS
November 2014	3	Clarification of roles of ACS and Delivery Partner incorporated	DS
March 2015	4	Addition of CRICOS Code to header	DS
September 2015	5	Addition of RTO Code to header, new DIT Code, and addition of new Version Control Panel	DS

**Approvals**

This document requires the following approvals.

Date of issue and version details must be entered upon approval.

Name	Title	Date of Issue	Version
Asheley Jones	Director, Education	September 2014	1
Asheley Jones	Director, Education	March 2015	2-4
Simon Taylor	Director, Education	September 2015	5

**Distribution**

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