Australian Computer Society
Policies and Procedures:
Academic Credit, Credit Transfer and RPL Policy

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015: 1.12, 3.5; the National Code (ESOS) Standard 12

The Standards for Registered Training Organisations (RTOs) 2015 state:

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:

a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or

b) Authenticated VET transcripts issued by the Registrar.

and:

The National Code Standard 12 (ESOS) states:

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

Under this policy, applicants seeking to enter a program of education offered and/or assessed by ACS may be granted formal recognition of knowledge and skills achieved through previous training, education and experience and, as a consequence, gain exemption, in the form of Credit Transfer and/or Recognition of Prior Learning (RPL), in particular units of competency within a Nationally Recognised Qualification on the Scope of ACS.

Definitions:

Credit

Credit is acknowledgement that a student has achieved the learning outcomes of a subject taught and/or assessed by ACS, either through previous study (Credit Transfer) or through work or life experience (Recognition of Prior Learning). The granting of credit exempts the student from participating in further assessment in the subject.

Credit Transfer

Credit Transfer relates to learning achieved through formal education and training. It can be applied where a student’s knowledge and skills gained through previous education is deemed equivalent to the learning outcomes of a subject taught and/or assessed by ACS.
Recognition of Prior Learning

Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside a formal education and training system. RPL assesses this unrecognised learning against the required learning outcomes of a subject taught and/or assessed by ACS.

ASQA’s definition of recognition of prior learning (RPL) is as follows: “An assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit”.

Purpose and Scope

These Policies and Procedures will apply to all Australian Computer Society (ACS) Nationally Recognised Qualifications delivered by ACS and/or its Partners.

These standards outline 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.

In line with the Standards for Registered Training Organisations (RTOs) 2015 and for the purposes of these policies and procedures, Australian Computer Society has incorporated the National Code 2018 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.

Responsibility

- The Director of Education is responsible for this policy.
- The Education Program Manager is responsible for the implementation of this policy and is responsible for the day to day management of this policy.
- The Education Compliance Manager is responsible for the maintenance of this policy.

Policy

1. In accordance with regulatory requirements, Australian Computer Society recognises 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.

2. Students will be offered the opportunity to apply for Credit Transfer and/or RPL prior to enrolment into their chosen qualification.
3. Australian Computer Society will grant RPL recognition of prior learning based on evidence received and reviewed through the ACS RPL Process.

4. All students can apply for credit transfer or RPL during the course of the program, but the application must be made no later than 3 weeks prior to the applicable unit commencing.

5. International students can apply for academic credits before or after their Visa approvals.

6. 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.

7. Credit may be recognised and awarded, up to the following levels:
   - 100% of the credit necessary to satisfy the requirements of a vocational program listed as a qualification on the ACS Scope of Registration as a Registered Training Organisation.
   - For other ACS programs and qualifications, the level of credit will be determined on a case-by-case basis.

8. The ACS Education Program Manager is responsible for assessments of Credit Transfer /RPL, but may, as appropriate, delegate individual assessments to assessors who have immediate and relevant qualifications relating to the Nationally Recognised Qualification and/or Unit of Competency.

9. Credit may be assessed based on any the following:
   - Participation in the same or a similar version of the assessment (UOC) the student would be required to complete as part of the Nationally Recognised Qualification ACS program;
   - Assessment based on a portfolio of evidence;
   - Direct observation of demonstration of skill or competence;
   - Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the Nationally Recognised Qualification or Unit of Competency;
   - Provision of examples of the student’s work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence;
   - Original or certified copies of AQF issued qualifications or Statements of Attainment.
   - Testimonials of learning, skill or competence; or
   - Any combinations of the above.
Procedures

1. To initiate an assessment of credit a student must submit:
   a. a completed Credit Request Form (published on the ACS and partner web site),
   b. all relevant supporting documentation, and
   c. a fee specified by ACS (published on the ACS web site) covering the cost of
      processing the application, to the Senior Administration Officer (or, in place of the
      Senior Administration Officer, the ACS Education Program Manager).

2. To initiate an assessment of RPL, a student must submit:
   a. a completed Credit Request Form (published on the ACS and partner web site),
   b. a completed RPL Kit (provided to the student after the initial application for RPL is
      received),
   c. all relevant supporting documentation, and
   d. a fee specified by ACS (published on the ACS web site) covering the cost of
      processing the application, to the Senior Administration Officer (or, in place of the
      Senior Administration Officer, the ACS Education Program Manager).

3. To gain credit of Credit Transfer for a Nationally Recognised Qualification and/or Unit of
   Competency, by ACS a student must provide evidence that they have already achieved the
   learning outcomes of the unit of competency and be competent in that unit.

   Note: where learning outcomes comprise one or more units of competency, the
   evidence must also cover every element in every unit. It is not sufficient to meet simply
   most of the elements as each element is considered a critical component of the task
   required. Further, the evidence must also meet the requirements of the specific
   performance criteria for each element and be in accordance with the listed range of
   variables and associated evidence statements.

   a. The student Provides evidence to ACS in the form of an original, or an original
      certified copy of the relevant Certificate of Qualification, or Statement of
      Attainment.

4. To gain credit of RPL, for a Nationally Recognised Qualification and/or Unit of Competency,
   by ACS a student must provide evidence that they have already achieved the learning
   outcomes of the unit of competency and be competent in that unit.

   Note: where learning outcomes comprise one or more units of competency, the
   evidence must also cover every element in every unit. It is not sufficient to meet simply
   most of the elements as each element is considered a critical component of the task
   required. Further, the evidence must also meet the requirements of the specific
   performance criteria for each element and be in accordance with the listed range of
   variables and associated evidence statements.

   a. The evidence offered may be based on work experience, informal or non-formal
      learning, and/or related education courses. Evidence may be in the form of, but
      need not be limited to:
- University transcripts and statements of attainment from other registered training organisations with attached syllabi;
- Certificates from other education providers and certification agencies with, where relevant, clear descriptions of the services they provide;
- Detailed letters from employers, work colleagues and clients (indicating where relevant any specific units of competency and elements covered); and/or
- Samples of work previously completed in the workplace, social, community or other setting in which the student applies their learning, skill or competence.

5. Evidence presented is reviewed by the appointed assessor and the student is advised of the outcome within 14 days of the application being received by ACS.

6. Information relating to credit transfer and RPL will be published in the student hand book and published on the website.

7. The policy will be reviewed annually.

8. Changes to the policy and procedure will be documented via the Continuous Improvement Plan.

**SPECIFICALLY FOR STANDARD 12 (ESOS):**

**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 the partner.

Applications made prior to enrolment have to be submitted to the partner to be transferred to the ACS or directly to the ACS for assessment and determination, and returned to the student.
Applications made on or after enrolments have to be submitted to the Education Programs Manager 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:

- Certified copy of:
  - Academic transcript or; (mandatory)
  - Statement of attainment; (mandatory)
  - Certificate award
- Details of contents of all Subjects/Units for which Course Credit is being applied for; (mandatory)
- Completion Letter (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 of the ESOS Act.*

Due to the structure of the Australian Computer Society’s Nationally Recognised 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 the Education Program Manager on 03 9249 6700.

**Related documents:**

- Related training product from National Register; training.gov.au
- Student hand book
- RPL Kit
- Assessment/ marking guide
- Marketing Policy
- Assessment Policy
- Credit Request Form
End of Document

Academic Credit, Credit Transfer and RPL Policy

Authors

Derinda Smith

Version History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Revision History</th>
<th>Author /Reviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2014</td>
<td>1</td>
<td>Original Document</td>
<td>DS</td>
</tr>
<tr>
<td>November – December 2014</td>
<td>2-5</td>
<td>Minor changes in formatting /wording</td>
<td>DS</td>
</tr>
<tr>
<td>July 2015</td>
<td>5.1</td>
<td>Updated to incorporate Standards for RTOs 2015, edited by Education team</td>
<td>Tania Giovanoglou</td>
</tr>
<tr>
<td>August 2015</td>
<td>5.2</td>
<td>Minor changes to formatting/language and final edit</td>
<td>DS</td>
</tr>
<tr>
<td>September 2017</td>
<td>5.3</td>
<td>Minor changes to reflect correct National code and partner details.</td>
<td>Glanyce Attard</td>
</tr>
</tbody>
</table>

Approvals

This document requires the following approvals.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date of Issue</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEG Board</td>
<td>Professional Education Governance Board</td>
<td>November 2014</td>
<td>1</td>
</tr>
<tr>
<td>Simon Taylor</td>
<td>Director, Education</td>
<td>September 2015</td>
<td>5.2</td>
</tr>
<tr>
<td>Allyn Radford</td>
<td>Director, Education</td>
<td>September 2017</td>
<td>5.3</td>
</tr>
</tbody>
</table>

Distribution

This document has been distributed to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date of Issue</th>
<th>Version</th>
</tr>
</thead>
</table>

Custodian title & e-mail address:

Allyn Radford, Director Education
allyn.radford@acs.org.au

Responsible Business Group:

Education

Distribution:

<table>
<thead>
<tr>
<th>Highlight which is applicable and provide names where applicable</th>
<th>General (no restriction on distribution)</th>
<th>Restricted (distribution limited to certain (Business Systems) groups or (named) individuals.</th>
</tr>
</thead>
</table>

Content Security:

<table>
<thead>
<tr>
<th>Highlight which is applicable</th>
<th>Unclassified</th>
<th>Confidential</th>
<th>X–in-Confidence (e.g. Commercial-in Confidence)</th>
</tr>
</thead>
</table>