**COURSE CREDIT/RPL REQUEST FORM**

In order for a credit request/RPL to be granted, sufficient evidence needs to be provided for the credit/RPL to be granted.

**Please provide the following details:**

|  |  |
| --- | --- |
| Request Date | Click here to enter text. |
| First Name | Click here to enter text. |
| Last Name | Click here to enter text. |
| Student USI Number | Click here to enter text. |
| Name of Course Enrolled | Click here to enter text. |
| Enrolment Date | Click here to enter text. |
| Address | Click here to enter text. |
| Email | Click here to enter text. |
| Mobile Number | Click here to enter text. |

**Reason for Credit Request**

|  |
| --- |
| Completed university qualification  *Attach testamur, academic transcript (showing results)*  Partially completed university qualification  *Attach academic transcript (showing results)*  TAFE qualification (full or partial)  *Attach Statement of Attainment (showing results)*  RPL (Recognition of Prior Learning  *Attach relevant documentation/explanation* |

**Evidence of Prior Study/Learning**

Please complete the table below and attach all relevant documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Program/Course** | Unit/Course | ACS units for which credit is granted (ACS use only) |
| *e.g. Swinburne University* | *BSB50207 Diploma of Business* | *BSBSUS501A Develop workplace policy and procedures for sustainability* |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |

**Please read overleaf for guidelines regarding credit application**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student Signature Date

**Remit Form**

**By Mail:**

Education Program Manager

Australian Computer Society

Locked Bag 36

South Melbourne VIC 3205

**By Email:**

with theSubject: <Course> Credit Request

[education@acs.org.au](mailto:education@acs.org.au)

**Extract from Credit Request/RPL Policy**

1. 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.

1. 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.
2. 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:
   1. a completed Credit Request Form (published on the ACS web site),
   2. all relevant supporting documentation, and
   3. 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:
   1. a completed Credit Request Form (published on the ACS web site),
   2. a completed RPL Kit (provided to the student ***after*** the initial application for RPL is received),
   3. all relevant supporting documentation, and
   4. 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.*

* 1. 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.

1. 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.*

* 1. 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.

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1. 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 ASC.

# SPECIFICALLY FOR STANDARD 2 (ESOS National Code 2018) (International students):

# Procedures – Applying for Course Credit

From the National Code:

***2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student’s course length the provider must:***

***2.5.1 inform the student of the reduced course duration following granting RPL and ensure the confirmation of enrolment (CoE) is used only for the reduced duration of the course; and***

***2.5.2 report any change in course duration in PRISMS if RPL or course is granted after the overseas student’s visa is granted.***

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 Education Program Manager.

Applications made prior to enrolment have to be submitted to the Education Program Manager to be transferred to the ACS for assessment and determination, and returned to the Education Program Manager.

Applications made on or after enrolments have to be submitted to the Education Program 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:

***2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student’s course length the provider must:***

***2.5.1 inform the student of the reduced course duration following granting RPL and ensure the confirmation of enrolment (CoE) is used only for the reduced duration of the course; and***

***2.5.2 report any change in course duration in PRISMS if RPL or course is granted after the overseas student’s visa is granted.***

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.