

Course Credit Policy

<p>1. PURPOSE and OBJECTIVES:</p>	<p>Sarina Russo Institute as part of the requirements for Registered Training Organisations will undertake Recognition of Prior Learning (RPL) for courses currently on its Scope of Registration and supported by legislation and will recognise already issued formal Australian qualifications (Credit Transfer) as per National Guidelines</p>
<p>2. POLICY STATEMENT:</p>	<p>Competencies already held by individuals can be formally assessed against the units of competency in the relevant Training Package, and will be recognised regardless of how, when or where they were achieved.</p>
<p>3. SCOPE:</p>	<p>Information is supplied to students to advise of the RPL and or Credit Transfer Service and help them decide whether or not to seek recognition. Students are informed as to courses and units for which RPL may be granted, what is involved, advice and support available, costs and fees and the normal time frame for recognition. Guidance is provided to students to ensure realistic expectations about RPL and or Credit Transfer Service to identify relevant courses and to provide information about learning outcomes and assessment benchmarks for consideration.</p>
<p>4. DEFINITIONS and ABBREVIATIONS:</p>	<p>RPL – Recognition of Prior Learning CT – Credit Transfer SRI – Sarina Russo Institute</p>
<p>5. POLICY DETAILS:</p>	<p>As per ASQA 2015 Standard 3 – Clause 3.5: Where a learner provides suitable evidence they have successfully completed a unit or module at any RTO, SRI must provide credit for that unit or module:</p> <p>SRI 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:</p> <ul style="list-style-type: none"> •AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or •authenticated VET transcripts issued by the Registrar. <p>Students must document their claim for competency in sufficient detail to enable the assessor to decide on assessment needed. Training staff will assist candidates to select and organise acceptable evidence and to complete and submit the application.</p> <p>Before providing credit on the basis of a qualification, statement of attainment or record of results, SRI will authenticate the information in the documents provided.</p> <p>Credit Transfer To be eligible for Credit Transfer original documents or certified copies are preferred to be submitted at time of application. Uncertified copies would need to be suitably authenticated by SRI.</p> <p>Where credit transfer applies across all units of a qualification a certificate issue fee will apply.</p>

	<p>Recognition of Prior Learning</p> <ul style="list-style-type: none"> • Applications for RPL must be submitted at least three (3) weeks prior to the unit being delivered. Applications after this date will not be accepted. <p>On applying for RPL, candidates are provided with:</p> <ul style="list-style-type: none"> • An RPL Application Form • Performance criteria for competency learning outcomes • Guidelines as to possible sources of evidence <p>The candidate must provide current, quality evidence of their competency against the relevant unit of competency. Application for RPL can be made by:</p> <ul style="list-style-type: none"> • submitting a portfolio of evidence • demonstrating skills in workplace performance <p>Evidence may take a number of forms and might include: certification, references from past employers, testimonials from clients and work samples. The onus is on the candidate to provide sufficient evidence to satisfy the assessor that they currently hold the relevant competency. In judging the evidence, the assessor must ensure that the evidence of prior learning is:</p> <ul style="list-style-type: none"> • authentic (the candidate's own work) • valid (directly related to the current version of the endorsed unit of competency) • reliable (shows that the candidate consistently meets the endorsed unit(s) of competency) • current (reflects the candidate's current capacity to perform the aspect of the work covered by the unit(s) of competency) and • sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency; task skills, task management skills, contingency management skills, and job/role environment skills). <p>Note: Should the assessor have any reservations regarding the evidence provided, or the candidate's ability to adequately demonstrate competence as per the above guidelines, the Sarina Russo Institute reserves the right to request the candidate undertake a challenge (performance) test in order that RPL can be confidently granted. If assessment successfully demonstrates competency, the assessor forwards results to the Quality Unit and recommends appropriate certification or exemption from the unit. Any certification/exemption issued is noted on the student's record</p> <p>The assessor records, the evidence considered, assessment outcomes and the competencies confirmed, plus sufficient summary evidence for third parties and in case of appeal must be retained for two (2) years.</p> <p>Where RPL applies fees may be applicable</p>
<p>6. ROLES AND RESPONSIBILITIES:</p>	<p>Trainers/Teachers Assessors and students Quality Unit</p>
<p>7. EXCEPTIONS TO THIS POLICY:</p>	<p>Please note: International students seeking Course Credit should discuss the implications this will have on the Course Duration and Visa. If students have already been issued with a COE confirmation, they should discuss this policy document with a staff member or representative.</p>

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Related Standards and Codes:	Standards for Registered Training Organisations 2015 – Standards 1 & 3 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code) – Standard 12
Related Legislation:	National Vocational Education and Training Regulator Act 2011 The VET Quality Framework consisting of the: <ul style="list-style-type: none">• <i>Standards for Registered Training Organisations</i> (RTOs) 2015• Australian Qualifications Framework• Fit and Proper Person Requirements• Financial Viability Risk Assessment Requirements, and• Data Provision Requirements. Education Services for Overseas Students Act 2000 (ESOS Act)