1. SCOPE

1.1 This policy applies to all Veritas Institute Australia's prospective and current students undertaking vocational education and training courses and Veritas Institute Australia's staff who deal with all matters concerning student enrolment and issuing eCoE. This policy applies to students who have identified with course credits and completed all 4 steps as following:

1.11 Completed Pre-enrolment analysis
1.12 Filled enrolment application form
1.13 Have been accepted into the course, and Veritas Institute Australia has extended student offer by adjusting course credits and duration of the study
1.14 The student has accepted student offer by way of signing student Letter of Offer and Student Agreement.

After Step 4, Veritas Institute Australia's staff will assess credit transfers and students will be notified by way of writing with the student Letter of Offer and Student Agreement. Credit transfer may result in the reduction of course duration (i.e., shorter eCoE).

2. PURPOSE

The purpose of the policy is to outline how and when Veritas Institute Australia will grant and record (i.e., student file, PRISMS) course credit. The policy also provides guidelines regarding the implications of course credit grant on the duration of electronic confirmation of enrolment (eCoE). The policy sets out that credit grants must be communicated with the student by providing a course credit copy. Student may accept the course credit grant or may refuse it by way of signing. The policy also defines 2 approaches to credit transfers (i.e., Credit transfer, RPL). The decision to grant course credit will preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

3. DEFINITIONS

3.1 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.

4. Credit Transfer Policy

Credit transfer refers to the transferral of academic credit obtained by students/learners through participation in a qualification's units of competency (ies) or national training package qualifications with other RTO's (i.e., only Australian providers), towards those unit of competency (ies) that are offered by Veritas Institute Australia. Credit transfer is granted on the basis that the credit validates the student's competency within the relevant qualification / unit (s) of competency.

4.1 Credit transfer of the unit (s) of competency is available to all international and domestic students enrolling in any competency (ies) offered by Veritas Institute Australia. Veritas Institute Australia conducts a **pre-enrolment survey** to ascertain credit transfers. Credit transfer only applies to the unit (s) of competency obtained by students from VET Australian providers.

4.2 Generally, Students' completed unit codes will either match with Veritas Institute Australia Providers' unit codes, or be equivalent to the current units on offer. Overall, the amount of credit awarded depends on how closely the subjects students have completed are related to the equivalent subjects in your enrolment units.

4.3 Credit transfer allows the candidate to reduce the time, cost and study load associated with achieving a qualification. There is no charge for processing Credit Transfer applications. There is a pro-rata reduction in course fees if Credit Transfer is applied for and granted.

4.4 Please note that Credit Transfer applications can only be considered for whole units of competency.

4.5 In case of credit transfers, where a learner presents certification with units that are not normally offered by Veritas Institute and requires credit transfer, Veritas Institute will check the relevant training package and if the requested units fit the training package requirements, Veritas Institute Australia will grant the credit transfer. The granting of such a credit transfer will be at the discretion of the training manager/academic coordinator. Such credit transfer and RPL may reduce the duration required to complete this course. This reduced duration will be reflected on the student offer letter, international student agreement and student's Confirmation of Enrolment (CoE).

4.6 Veritas Institute Australia 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 organisation, or
  • Authenticated VET transcripts issued by the Registrar.

5. Recognition of prior learning (RPL) Policy

5.1 Recognition of prior learning is a type of **assessment** that recognises competencies currently held, regardless of how, when or where the learning occurred against the requirement of unit (s) of competency that Veritas Institute Australia offers. These competencies may be attained through any combination of formal or informal training and education, work experience or general life experience.

5.2 To achieve RPL, the assessor must be confident that the student is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework relevant to the unit. The evidence may take a variety of forms and could include previous certification, formal RPL assessment, references from past employers, testimonials from clients and work samples.

5.3 The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient. Veritas Institute Australia appreciates the value of workplace and industry experience, and recognises that students/learners will acquire vocational skills and knowledge from a variety of sources other than formal training. These skills are legitimate irrespective of how they were acquired and the RPL process is designed to provide validation of such relevant skills. The student will complete the **pre-enrolment analysis** by which Veritas Institute Australia's staff will know about RPL eligibility. Like credit transfers, RPL may also result in shorter eCoE.

5.4 An essential requirement of RPL is that you can prove that you **currently** have the required competencies in the unit applied for. An RPL application may only be made after enrolment and payment of fees and must be made using Veritas Institute Australia's RPL application form that will be available during orientation.

5.5 RPL in a unit will only be granted after students have completed the institute's RPL assessment requirements for that unit. Students must attach verified copies of all relevant documents to the RPL application form. There is a fee charged for each RPL application made based on the number of units applied for.

5.6 The RPL fee listed in the fee schedule section of the Student Handbook and is non-refundable irrespective of the outcome of the RPL application. There is also a pro-rata reduction in course fees if RPL is applied for and granted. RPL can only be assessed after a student has commenced their course. It is recommended that students seek advice from the Institute before commencing an RPL application.

6. Course demands

Students are encouraged to pay attention to Marketing Flyer, Student handbook, Prospectus, Pre-enrolment analysis and course units.

7. PROCEDURE

7.1 Credit Transfer (CT)

7.2 Veritas Institute Australia's staff who deals with student enrolment will identify students who have provided information relating to Credit transfers in Pre-enrolment analysis. Veritas Institute Australia's staff is to probe information relating to credit transfers during the brief interview that the RTO manager or assessor will be conducting after pre-enrolment analysis. Furthermore, Veritas Institute Australia's Enrolment Application form also has a place where students can tick credit transfer column. Credit transfer attracts no fees. However, the College staff has to verify students' original or attested documents for originality.

7.3 Following the verification of academic documents (e.g., statements of attainment, record of results, academic transcript must be in English language or must have valid English translation) Veritas Institute Australia's assessor/RTO Manager will map how closely the subjects that students have completed are related to the equivalent subjects in our enrolment units. If the student receives CT, the students will be notified by way of writing and asking students to accept CT by way of signing the student offer and course acceptance written agreement. The staff will amend the course credit information by adjusting course duration and tuition fees. If the student accepts the student offer by signing course acceptance written agreements, Veritas Institute Australia's staff will create eCoE accordingly by adjusting the duration relevant to CT grant.

7.4 Candidates also have access to Veritas Institute Australia's complaint and appeal policy and procedure available on Veritas Institute Australia's website, www.veritas.edu.au. The staff will also alert students to complaint and appeal Process tapping CT.

7.5 Although, Veritas Institute Australia's staff is advisable to assess credit transfer prior to the issuance of eCoE, however, if the credit transfer (CT) is granted after the student visa grant, Veritas Institute Australia's staff will report the change of course duration via PRISMS under section 19 of the ESOS Act within 14 calendar days.

8. Recognition of Prior Learning (RPL)

8.1 Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which the individual has achieved the required learning outcomes, competency outcomes, or standards for gaining recognitions for competencies. This assessment will occur after prior to students starting their classes and after they have returned the written agreement (i.e., after all 4 Steps). The RPL fees are mentioned in Marketing Flyer, prospectus and Veritas Institute Australia's website.

8.2 The recognition of prior learning (RPL) process will be offered to and explained to all relevant students. All students will have access to Veritas Institute Australia's RPL policy information through this International Student Handbook.

8.3 Students who believe they have already obtained current skills and knowledge that would otherwise be covered in the unit of competency for which they intend to attain, should apply for RPL before or at the time of enrolment (i.e., Tick RPL Enrolment on the Enrolment Form). The student must produce verifiable documentary evidence as indicated by RPL assessment. The documents are not limited to but may include, pay slips, jobs undertaken, unedited pictures while undertaking an assignment, reference letters, third-party letters, endorsements, publications, work-samples, portfolio, previous job descriptions on Employers' letter head etc.

8.4 The student's skills and knowledge will be assessed and validated, and where appropriate, units of competency acknowledged and face-to-face training reduced. Veritas Institute Australia's conducts a pre-enrolment survey to ascertain RPL. When the learner and Veritas Institute Australia's trainer/assessor/RTO Manager have identified RPL, the candidate will proceed with completing an RPL assessment (i.e., RPL Candidate Manual). The candidate will be provided all necessary information about the completion of RPL assessment and documentary evidence required. If the student receives RPL, the students will be notified by way of writing and asking students to accept RPL judgements by way of signing the Course Credit acceptance mentioned in the student offer. The staff will send the student offer including credit transfer grants and adjusted course money and duration. If the student accepts the RPL, Veritas Institute Australia's staff will create eCoE accordingly by adjusting the duration relevant to RPL achieved.

8.5 If the RPL is granted after the student visa grant, Veritas Institute Australia's staff will report the change of course duration via PRISMS under section 19 of the ESOS Act within 14 calendar days.

8.6 Candidates are also encouraged to provide their feedback on RPL assessments by completing the RPL Feedback Form. Candidates also have access to Veritas Institute Australia's Complaint and appeal policy available on Veritas Institute Australia's website, **www.veritas.edu.au.**The assessor will also alert students to Appeal Process during the assessment process.

8.7 RPl processing fee is $100 and RPL per unit of competency assessment fee is $500.

9. Grounds for refusal of course credit

9.1 Veritas Institute Australia's staff may refuse the course credit (i.e., CT, RPL) if the student does not produce genuine evidence against CT (e.g., fabricated transcripts, photocopy of original documents without attestation) and / or RPL (e.g., edited pics for RPL, non-verifiable work history, fabricated endorsements, letters, job description, or false information).

9.2 Veritas Institute Australia may also not offer course credits if the student does not provide valid information in pre-enrolment stage (i.e., pre-enrolment analysis & brief interview, enrolment application form). Course credit may be refused if the presented transcripts does not lead to credit transfers (i.e., does not map to existing course units). Credit transfer can be refused if the student does not achieve RPL (e.g., if related to RPL assessment) and fails the assessment process.

9.3 However, the students are given a chance to appeal against the College decision to refuse course credits.

All refusal must be communicated in writing by attaching the refusal letter with the student offer.