



Course Credit Policy

Entry into any course is subject to the assessment of the school. Course credit may only be offered as outlined below.

For students transferring from interstate up to Year 10, the School does not offer course credit and entry into any course is subject to the assessment of the School.

For students transferring from interstate during Year 11 and the beginning of Year 12, the student may be deemed to have completed the required semester units or credits to be eligible for a Higher School Certificate (HSC) and/or an Overall Position for tertiary entry with the provision of approved evidence of satisfactory attainment of course requirements.

Recognition of Prior Learning (RPL), Credit Transfers

1. For students doing a VET Course as part of their studies
 - a) All VET students have access to a procedure that gives Recognition of Prior Learning (RPL) or Credit Transfer.
 - b) RPL (Recognition of Prior Learning) the acknowledgement of the skills and knowledge a person has acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module.
 - c) Credit transfer refers to the granting of credit to students for subjects, modules or units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.
 - d) If a student believes that they fulfil these requirements they should approach their teacher first, who will bring it to the attention of the Head of Department. At the beginning of each course, the VET Teacher will be responsible for ensuring that the students are informed of the Recognition of Prior Learning and Credit Transfer procedures. RPL information and forms can be obtained from the VET Teacher or Head of Department.
2. Recognition of Prior Learning Policy
All students shall have access to, and will be offered, Recognition of Prior Learning (RPL).



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3. Recognition of Prior Learning Procedure

- a) Each year, the teacher will make students aware of the School's Course Credit and RPL policy as appropriate.
- b) Teachers will remind students of this policy at the beginning of each new term and provide opportunities to engage in the RPL process. When approached by a student seeking RPL, teachers will:
 - Invite students to submit a RPL Student request letter
 - provide the student with information about the types of evidence that can be used to support an RPL application
 - make a prompt decision and notify students of the outcome of the RPL process
 - update the student's records, if RPL is granted
 - students can appeal a decision via the RPL Student Appeals Form

Recognition of AQF Qualifications and Statements of Attainment issued by another RTO

1. Recognition of qualifications policy

The School will recognise all AQF qualifications (see: <http://www.aqf.edu.au/>) issued by any other RTO. The School will seek verification of the certification from the relevant RTO where there is some ambiguity.

2. Recognition of qualifications procedure

- a) Each year, the teacher shall make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the School. Teachers will remind students of this policy at the beginning of each new term.
- b) If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy and bring it to the attention of the relevant head of department.
- c) The head of department will verify the authenticity of the qualification or statement. The verified copy of the qualification or statement is placed in the student's file.
- d) Once the qualification or statement is verified, the teacher will give the student exemption for the units of competency or modules identified in the qualification or statement and update the student's records accordingly.
- e) All records will be kept on the student file.
- f) If course credit is refused the reasons will be documented, provided to the student and kept on the student file.

Procedure

All applications for course credit will be assessed, documented and evidence/reasons/refusals kept on the student file.