



**OXFORD COLLEGE OF BUSINESS**  
**RTO No: 21442 CRICOS No. 02573B**

**Course Credit Policy**

**1. PURPOSE**

The purpose of this policy is to describe the procedures for staff and students to follow to enable recognition of qualifications issued by other RTOs.

This policy outlines the process for Oxford College of Business (Oxford) to grant course credit to applicable students. If necessary, the duration of study is adjusted accordingly and students are advised of Oxford's granting of credit.

Oxford must appropriately recognise course credit to meet the ASQA VET Quality framework and, within ESOS framework, to meet the requirement of Standard 12 of National Code. Recognition of other AQF qualification awarded by other RTOs will be consistent with the ASQA VET Quality framework requirements.

**2. SCOPE**

This policy and procedure applies to all staff, contractors and students involved with delivery of VET courses.

**3. POLICY**

3.1 Oxford 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.

3.2 Prospective students will be made aware of the RPL and recognition policy and process prior to enrolment in to the program, via discussions and the Student Handbook and/or Oxford College of Business website, and are encouraged to apply if they believe that they may be eligible.

3.3 Oxford will provide information to staff on the obligation to recognise the AQF qualifications and statements of attainments issued by other RTOs at induction.

3.4 Students are encouraged to apply for RPL/Credit Transfer prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any class/workshop opportunities offered should they be unsuccessful in the RPL process.

3.5 Where a student provides an original or certified copy of a qualification and/or statement of attainment issued by another RTO, Oxford will record the outcome of Course Credit Applications against the student's record, providing that the course the student is enrolled in requires the completion of the same unit of competency as listed on the Statement of Attainment provided.

3.6 Students are given an individual strategy document showing the units they need to complete and methods for undertaking learning and assessment in those units.

- 3.7 Procedures for granting and recording course credit if applicable are carried out by the VET Coordinator (Assessor) (with a relevant experienced and qualified trainer if required) and Coordinator in conjunction with the Marketing /Admissions Department. Course credit will be assessed and granted (if appropriate) at the time of application and the adjusted duration will be reflected in the offer letter and Confirmation of Enrolment (CoE). To gain course credit, applicants must provide certified copies of evidence with their application.
- 3.8 Course credit may be granted in the form of Recognition of Prior Learning (RPL) or Credit Transfer (CT).
- 3.9 All course credit assessments must be conducted by the VET Coordinator with a relevant experienced and qualified trainer if required.
- 3.10 Any RPL or recognition granted will be advised in writing to the students. Students will need to acknowledge receipt of the advice and be given the opportunity to appeal the decision, using the Ozford College of Business' Complaints and Appeals Policy.
- 3.11 For international students any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate CoEs issued.

#### 4. DEFINITIONS

In relation to RPL and Credit transfer, Ozford adopts and operates on the basis of the following definitions:

**Assessment** means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a Training Package or VET accredited course.

**Assessment system** is a coordinated set of documented policies and procedures (including assessment materials and tools) designed and implemented to increase the likelihood that assessments of learners, using many different assessors, in varying situations, are consistent and are based on assessment evidence that is valid, sufficient, authentic and current and assessment practice that is fair, flexible, valid and reliable. An assessment system includes grievances and appeals process, validation systems and processes, moderation, reporting/recording arrangements, acquisition of physical and human resources, administrative procedures, roles and responsibilities, partnership arrangements (where relevant), quality assurance mechanisms, risk management strategies and documented assessment processes.

**Credit** is the value assigned for the recognition of equivalence in content between different types of learning and/or qualifications which reduces the volume of learning required to achieve a qualification.

**Credit transfer** is a process which provides learners with agreed and consistent credit outcomes based on equivalences in content between matched qualifications.

**Recognition of Prior Learning (RPL)** means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);

- Non-formal learning refers to learning that takes place through a structured program of instructions, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business); and
- Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

**Combination of pathways:** Credit may be awarded on the basis of a combination of credit transfer plus an individual RPL assessment for additional learning.

**National recognition** credit is automatically granted for identical AQF units of competency irrespective of the qualification in which they were achieved.

**Principles of assessment are that the assessment approach is fair, flexible, valid and reliable.**

Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by Ozford to take into account the individual learner's needs. Ozford informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible to the individual learner by: <ul style="list-style-type: none"> <li>• reflecting the learner's needs;</li> <li>• recognising competencies held by the Learner no matter how or where they have been acquired; and</li> <li>• drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.</li> </ul>
Validity	Any assessment decision of Ozford is justified, based on the evidence of performance of the individual learner. Validity requires: <ul style="list-style-type: none"> <li>• Assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;</li> <li>• assessment of knowledge and skills is integrated with their practical application;</li> <li>• assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations</li> <li>• judgement of competence is based on evidence of learner performance that is aligned to the unit(s) of competency and associated assessment requirements.</li> </ul>
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

**Rules of evidence are that the evidence collected is valid, sufficient, authentic and current.**

Validity	The assessor must be assured that the learner has the skills, knowledge and attributes as described in the unit of competency and associated assessment requirements
Sufficiency	The assessor must be assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
Authenticity	The assessor must be assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor must be assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

## 5. PROCEDURES

- 5.1. During application process, students need to inform the College of their intention to apply for Course Credit on the Enrolment Application Form.
- 5.2. Students who wish to apply for credit transfer are advised to complete a Credit Transfer Application Form. Students who wish to apply for RPL are advised to contact the college to obtain an Application for RPL form.

5.3. Upon receipt of Application Form, the VET Coordinator with a relevant experienced and qualified trainer if required (Assessor) will assess the evidence provided.

5.4. Evidence that can be used to support the Course Credit application can include:

**Credit Transfer**

- Transcripts from other VET providers (including for short courses where the courses have been assessed)
- Units completed under AQF.

**RPL**

- A detailed resume
- Letters from employers
- An interview with the Assessor
- Work skills or knowledge
- Paid or unpaid work experience
- Life experience
- Community work experience.

Applicants must provide additional evidence if requested by the assessor.

5.5. The assessor will assess the evidence in relation to Ozford's assessment system applying the principles of assessment and rules of evidence.

5.6. The assessor will complete mapping of evidence provided by student to the College's Training Record for the course to which they are wishing to apply credit.

5.7. A Credit Acceptance Letter will be prepared by the Assessor with the attached copy of the Training Record with the credit competencies approved.

5.8. Assessor will return the Application form with the result of the application and the Credit Acceptance Letter to the Marketing Admission Team. The Student will be asked to sign the acceptance letter within 7 working days from the date of the letter.

5.9. Upon receipt of the student's Course Credit Outcome Letter and the Enrolment Application Form, the Marketing Admission Officer will issue an Offer Letter with the duration as confirmed by the Head of VET if required. A copy of the Course Credit Outcome Letter and Training Record will be returned to the Student Records Officer to be recorded in the student management system.

5.10. If the granting of student course credit leads to a shortening of the student's course, Marketing Admission Officer must:

5.11. Indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment issued for that student for that course if the course credit is granted before the student visa is granted.

5.12. Report the change of course duration via PRISMS under Section 19 of the ESOS Act if the course credit is granted after the student visa is granted

5.13. Students who are not satisfied with the application outcome are informed to access the Complaints and Appeals Policy and Procedures.

**Course Credit Outcome Letter**

[Date]  
[LAST NAME, First Name]  
[Address]

Dear Student Name:

**RE: Course Credit Outcome Letter**

Dear [student name][DOB],

Thank you for applying to Ozford College of Business to continue your studies in the [course applied].

I have assessed your Course Credit application based on the evidence you provided. Please see units approved as attached in the Training Record.

Please note all others units have not been approved due to:

- [state reason]
- [state reason]

If you could please kindly accept this credit course by signing below and return it to the Marketing Admission Officer no later than 7 days from date of this letter. If you require further information, please do not hesitate to contact the Marketing Admission Officer on (03)86637188.

Please refer to the College's Complaints and Appeals Policy and Procedures if you are not satisfied with the Course Credit outcome.

Kind Regards,

VET Coordinator

\_\_\_\_\_  
I, [student full name] accept the unit credits granted. If the granting of this course credit leads to a shortening of my course, I will attend additional and after hours classes if required to ensure I complete my course within expected duration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Print Student full name]