

EMMAUS BIBLE COLLEGE - Vocational Education and Training

TRANSFER OF CREDIT POLICY & PROCEDURE

International Students

NVR Standard addressed: SNR 23.2

National Code Standard addressed: 12

Intent

Emmaus recognises that students may undertake or may have undertaken studies at other institutions which would be equivalent to units in their course of study at Emmaus and thus welcomes application for credit. The aim of granting credit is to reduce repetition of previous learning by acknowledging an individual's skills and knowledge acquired through formal and informal learning in Australia and overseas.

This policy is designed to ensure the fairness of treatment of all applications for transfer of credit at Emmaus and to ensure the integrity of the courses of study at Emmaus. Furthermore it acknowledges the requirement of Emmaus to recognise the AQF qualifications and statements of attainment issued by any other RTO and that Emmaus must appropriately recognise course credit within ESOS framework and to meet the requirement of Standard 12 of the National Code.

This policy will assist staff and students to make decisions and to act or respond to applications for credit in a timely manner.

Introduction

This Policy applies to all students studying on an overseas student visa and studying for a VET qualification. The Emmaus credit process is evidence-based, equitable, transparent, consistent, inclusive, fair, valid and reliable with decisions subject to appeal and review.

In assessing applications for credit and recognition of prior learning (RPL) Emmaus will recognise the AQF qualifications and statements of attainment issued by any other RTO. Credit Transfer and RPL is available for students to access for the partial or complete fulfilment of the relevant VET qualifications in compliance with the Standards for NVR Registered Training Organisations 2011

The smallest educational unit granted through credit is a unit of competency or a whole module. The maximum amount of credit granted can be up to and including 100% of a TAFE NSW course or qualification in which a student is currently enrolled

Applications for credit involving non VET qualifications are assessed for their equivalence and currency when compared to units in the course of study which is being undertaken at Emmaus.

A copy of this policy must be given to all intending and enrolling overseas students before any tuition fees are paid.

Policy Provisions

Credit to be sought at time of enrolment application

Credit or exemptions which are granted to Overseas students impact course duration and therefore, the electronic Confirmation of Enrolment and Visa. Emmaus requires all applications for Transfer of Credit be made at the time of application for admission to Emmaus to facilitate the accurate calculation of course duration.

Qualifications obtained overseas

In the case of applications for qualifications obtained from overseas institutions reference may be made to the National Office of Overseas Skill Recognition (NOOSR) register and/or registration bodies in the country in which the studies were undertaken.

Grounds on which credit can be sought

Credit may be granted to an individual through:

- articulation,
- credit transfer
- recognition of prior learning
- recognition of current competencies

Articulation

Articulation is a process that enables students to progress from one completed qualification to another with credit in a defined pathway.

Students who have successfully completed the requirements of an Emmaus Bible College (or other college) 30772QLD Certificate IV in Christian Ministry and Theology or who can demonstrate equivalent competencies may continue to the Emmaus Bible College 30773QLD Diploma of Christian Ministry and Theology. An articulation arrangement is in place to enable students that have successfully completed the college Diploma of Christian Ministry and Theology to receive 72 credit points specified block credit through articulation into the Sydney College of Divinity (SCD) Bachelor of Theology (BTh). Lesser credit is offered for the nested awards within the SCD BTh. Articulation agreements are developed on the basis of agreed relativities between qualifications or the way in which the discipline areas of two qualifications are suited to articulation. They are also based on whether an articulation agreement will result in a logical sequential pathway that enables students to successfully meet the learning outcomes of the higher qualification.

In all cases of articulation, credit will be granted according to the following principles:

- the quantum of credit is determined by the specific articulation agreement;
- an individual must satisfy the terms of the articulation arrangement in their entirety in order to be granted credit on the basis of the articulation agreement.

Credit Transfer

Credit Transfer is the process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched qualifications.

Credit Transfers can be granted under any of the following circumstances:

1. Under the principles of National Recognition a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
2. When the unit has exactly the same code and title, even if it is not from the same Training Package.
3. When the unit has been reviewed and this has resulted in minor changes to the unit code or title eg. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
4. When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same

Students who have completed prior formal learning may be granted specified credit through credit transfer where a credit transfer arrangement exists between College awards or with another institution. Credit transfer assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.

The quantum and forms of credit as outlined in the arrangement will be applied upon request to any individual with relevant certification in the initial matched qualification. The individual does not have to have completed the initial matched qualification for the credit outcomes to be applied towards the destination matched qualification, i.e. credit is for the quantum of formal learning achieved, not only for a qualification achieved.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that assesses a formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a Vocational Education and Training (VET) qualification.

Recognition of prior learning may be granted as specified credit for a (VET) unit of competency or module on the basis of prior formal learning, non-formal, or informal learning, or any combination of these.

In terms of current competencies, assessment is made whether the student could be considered to have gained sufficient prior experience and/or undertaken adequate reflection in relevant areas equivalent to the type of learning experience gained through the unit(s) being considered for credit.

The type and amount of credit will vary determined by the course of study and the type of competencies. In fields of study where the turnover of practice is accelerated, shorter time limits may

be applied. Currency of experience and competency will necessarily involve some evidence of current competence.

Either credit or exemption may be granted for current competencies

Recognition of Current Competency (RCC)

Recognition of Current Competency (RCC) is an assessment process for persons (students or members of the public) that have previously successfully completed the requirements for a unit of competency or module and are now required (eg by a licensing authority or a church eldership) to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are nationally recognised.

An unsuccessful RCC assessment does not invalidate the previous competent assessment outcome.

Procedure

Articulation, credit transfer, and recognition of prior learning are assessed on a case by case basis, through the submission of an 'Application for RPL and Credit Transfer' form. Applicants are required to demonstrate through their submission that their prior learning is equivalent to the required learning outcomes of the specific Emmaus unit / module / unit of competency for which they are seeking credit.

The evidence provided by the applicant must be relevant, current, authentic and sufficient to facilitate a decision.

Emmaus requires all applications for Transfer of Credit be made at the time of application for admission to Emmaus to facilitate the accurate calculation of course duration.

Course credit may reduce the length of a student's course.

- If this occurs before the visa grant, Emmaus will indicate the actual course duration in the electronic confirmation of enrolment (eCOE) issued for that student for that course.
- If the course credit is granted after the visa grant, the change in course duration is reported via the Provider Registration and International Student Management System (PRISMS) under Section 19 of the Education Services for Overseas Students (ESOS) Act.

The applicant will be notified of the assessment outcome in writing and be provided with a record of the credit granted which must be signed or otherwise accepted prior to placing on the student's file.

The student may appeal any decision in the above process through the Student Grievance Policy and Procedures (Academic and Non-Academic)