



STUDENT HANDBOOK

SECTION 9 – COURSE CREDIT POLICY AND PROCEDURE

ALG supports course credit practices, including the Recognition of Prior Learning (RPL) and credit transfers through a standard process, which is fair, transparent and consistent.

ALG will recognise current AQF qualifications and statements of attainment issued by other registered training providers where there are current endorsed alignment/mapping documents through a credit transfer.

KEY DEFINITIONS

Course Credit: According to AQF definition, “*credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing*”.

Credit allows the students throughout different processes to enter in a qualification or gain credit towards a component of a qualification. It includes the Credit Transfer and Recognition of Prior Learning Process.

Credit Transfer (CT): According to AQF, “*credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.*”

Credit Transfer allows the students with a previously completed AQF qualification to apply for credit for another qualification or component.

Recognition of Prior Learning (RPL): A student may be eligible for Recognition of Prior Learning (RPL) if they meet the requirements for competencies based on any formal or informal education they have completed together with life and work experience. It is an assessment process that assesses the extent to which that individual has achieved the required learning outcomes for entry to, and/or partial of, a VET qualification.

HOW IS COURSE CREDIT ASSESSED?

Some of the key elements on how assessment is made for course credit include:

- Evidence is reliable, valid and sufficient
 - Evidence is current
 - Evidence can be compared to national training outcomes and standards
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CREDIT TRANSFER (CT)

ALG will recognise credit transfer for students that hold an equal unit of competency part of the Australian Qualifications Framework (AQF). Even if the training package title is different from the one where the unit of competency was completed, the student is eligible for a credit transfer.

For units of competency that are superseded, or education obtained overseas, the student should apply for Recognition of Prior Learning (RPL), using the [RPL Candidate Application Form](#).

Candidates may be awarded CT for individual units of competency or complete modules.

a) Documentation and evidence:

Please note a student must supply:

- a certified copy of the official Statement of Attainment or Transcript; and
- USI statement that identifies the Units of Competency completed as per the qualification and training package

Competencies that have been awarded by other RTOs will be recorded on the Transcript of Competencies Achieved or Statement of Attainment, where applicable as ‘Credit Transfer’ (CT).

All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued the documents to confirm the document is valid.



b) Credit Transfer Application

The students who wish to apply for Credit Transfer must follow the steps outlined below:

- i. Complete the [Credit Transfer Form](#) available on the ALG website
- ii. Provide certified copies of the official Statement of Attainment and Transcript, and a USI statement
- iii. Submit the application form and evidence via email to admissions@alg.edu.au

Students must apply for Credit Transfer at least 10 working days prior to the commencement of their course.

The application will be verified by a member of the ALG Admissions Team and a decision will be made within 10 business days of receiving the Credit Transfer application.

Students will be advised of the outcome of the Credit Application in writing. In this instance, the student will be informed of any reduction of fees and potential reduction in the study period.

If Credit Transfer is granted, the student's course duration may be reduced. Please note that this will affect the duration of the student's visa and the Department of Home Affairs will be notified.

c) Application Fee

There is no application fee for Credit Transfer Applications.

RECOGNITION OF PRIOR LEARNING (RPL)

Students who wish to apply for RPL are strongly advised to speak with ALG admissions to ensure any application contains suitable supporting evidence. This is for information purposes only and is not the formal assessment of the student's RPL request.

In applying for RPL, the student will be assessed against the requirements of the units of competency listed in the relevant qualification. The list of units of competency is available on the ALG website under each specific course page.

a) Documentation and evidence:

The student is required to provide supporting evidence for each RPL application. The documents must be:

- i. Scanned copied
- ii. Certified and verified by an authorised person to be a true copy of the original
- iii. Testamurs and transcripts
- iv. USI Statement, if applicable
- v. Translated, if the document was obtained overseas

The evidence includes, but is not limited to:

- i. work history
- ii. job descriptions
- iii. examples of workplace activities and practices
- iv. references from past employers
- v. documentation
- vi. certificates or evidence of attendance at seminars.

In the application of Recognition of Prior Learning, students will be asked to attach the relevant evidence of prior learning and return to the Admissions Team via admissions@alg.edu.au. The evidence provided must include:

- i. Photocopies or scanned images of the original transcripts certified by a suitable person to be a true copy of the original transcripts;
- ii. Subject /unit outlines specifying subject/unit content and duration;
- iii. Evidence of work placements, case studies, job description;
- iv. Evidence of currency.

b) RPL Application

Students can apply for RPL by completing the [RPL Candidate Application Form](#). RPL application will only be considered if the appropriate application fee has been paid. For further details please refer to [ALG Additional Fees Table](#).

Students must apply for RPL at least 10 working days prior to the commencement of their course.

If RPL is granted, the student's course duration may be reduced. Please note that this will affect the duration of the student's visa and the Department of Home Affairs will be notified.

An assessor, who is a qualified trainer and assessor as per Clause 1.14 of the Standards for RTOs 2015 will be assigned to review the application and the supporting evidence submitted.

The assessor will map the evidence provided by the student to the elements and competencies for the unit to which they are wishing to apply for RPL and will make an assessment of the outcome of the application.



Students are advised that an incomplete application or one with insufficient evidence may result in a rejection and/or delay in the processing of the application. The assessor may request further evidence such as a demonstration, completing challenge tests or the sitting of the relevant examination if the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency.

The assessor will:

- Review, compare and evaluate the supporting evidence and learning outcomes, content and assessment requirements completed in previous learning;
- Decide if the experience and previous learning match the components included in the qualification's components applied for.

Students will be advised of the outcome of the RPL Application in writing.

If RPL is granted, the competencies that have been recognised will be recorded 'Recognition of Prior Learning' as appropriate on the Transcript of Competencies Achieved or Statement of Attainment, where applicable.

c) Application Fee

There is a non-refundable application fee for RPL (regardless of the outcome) of \$500 and a \$250 assessment fee for each unit of competency for RPL. For further details please refer to [ALG Additional Fees Table](#).

CASES WHERE CREDIT TRANSFER AND RPL WILL NOT BE GRANTED

Credit transfer and RPL will not be granted, in the following cases:

- If the application form is not completed with a minimum of 10 working days prior to the term commencement
 - If ALG does not receive the application fee payment
 - If the application form is incomplete
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POTENTIAL REDUCTION IN TUITION FEES FOR TERMS WITH COURSE CREDIT (RPL AND CT)

Course credit may only result in a reduction of tuition fees for cases where students have course credit granted for a whole term of study, on the condition that the Course Credit Application was submitted with a minimum of 10 working days prior to the commencement of the term that the student applied for course credit.

ALG courses have been designed to incorporate theory and practical components. Therefore, a subject/term may include more than one unit of competency to reflect current industry practice.

In a scenario where the student's Course Credit or RPL Application was approved for one or a few units of competency that are not part of the whole subject/term, the student will not be required to complete assessments and attend classes for the units that were granted. However, the student will NOT be eligible for a fee reduction.

If the Course Credit Application was submitted within 10 working days of term commencement or once the term commenced, the student will not be required to attend classes. However, the student will NOT be eligible for a fee reduction.

If course credit for a whole term is granted, the student is not required to pay tuition fees for the term/s in which course credit has been granted to the whole term.

For clarification, if a student received course credit for a unit in Term A but still needs to attend another unit in Term A, there will not be a reduction of tuition fees for Term A. However, if a student received course credit for all units in Term A, the student is not required to pay tuition fees for Term A.

COURSE CREDIT OUTCOME (ALG COMPLAINTS AND APPEALS POLICY)

In accordance with ALG Complaints and Appeals Policy, a student who is dissatisfied with the outcome of his/her application may appeal the decision. New evidence will not be considered as grounds for appeal. Where new evidence is made available, a new application must be submitted.

Appeals must be lodged no later than 20 working days from notification of the outcome of the original application and must be made in writing. For more details, refer to [ALG Complaints and Appeals Policy](#).



ASSESSMENT AND EVIDENCE ITEMS RETENTION POLICY

Assessment items, including course credit evidence, are not returned to students. ALG must retain student assessment items as part of our RTO requirements. The student must ensure that only copies are provided to ALG and not originals.

ALG retains and archives all completed student assessment items, for each student, for a period of six months from the date on which the judgement of competence for the student was made in that assessment item. After this time, they are destroyed.

Students will have the opportunity to view marked physical assessments within a 2-week period only from the date of the assessment being marked by an assessor prior to them being archived.