

Course Credit Policy and Procedure

SIIT has established its Course Credit Policy and Procedure to provide students with the opportunity to apply for course credit via RPL and/or via Credit Transfer.

Recognition of Prior Learning (RPL) is an assessment process whereby an assessment is completed which determines the individual's prior learning, achieved through work experience, informal and formal training, or other life experiences to clearly identify that the applicant has achieved the level of competency required.

The cost of RPL is \$250 per unit of competency (non-refundable).

Credit transfer involves assessing a previously completed course or unit of competency to ascertain if it provides equivalent outcomes to those specified in the current training package. If the student has a verified statement of attainment from another RTO for the exact same unit then credit is automatic.

SIIT recognizes evidence of completed units of competency in the form of certified copies of results (statement of attainments and AQF qualifications) issued by other Registered Training Organizations only after verification with the issuing institution.

There is a one-off fee of \$200 for an application of credit transfer per qualification (non-refundable) to cover the costs involved in the verification of the qualification.

RPL Procedure

SIIT appoints the Academic Manager to be responsible for the management of the RPL process.

Responsibilities of the Academic Manager in the RPL Process include:

- Advise intending students regarding the RPL process prior to their enrolments at SIIT.
- Assist students with the preparation of their application form and evidence required.
- Engage RPL assessors who will make his/her judgment for granting RPL on the evidence provided by the students.
- Engage subject matter experts (if applicable) who shall be responsible for making recommendations on competencies being claimed to the RPL Assessor.
- Inform students in writing of the outcomes of their RPL applications and their rights for appeal. Please refer to the Complaint and Appeal Policy and Procedure in the Students Handbook.

Step 1: Submission of RPL application

- All students are informed of the RPL policy and process prior to their applications for the qualifications offered at SIIT. All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, or where credit or credit transfer may apply.
- Students wishing to apply for RPL should speak to their Academic Manager and/or head trainer at the time of 'enrolment'. The Academic Manager and/or head trainer will provide students with the relevant application form and a copy of the course outline and the relevant section of training package for each competency they believe they may gain RPL.
- RPL evidence must be submitted to SIIT within two weeks of starting the course. There will be no provision after this timeline has passed, unless an extension provided by the Academic Manager.

Step 2: Processing of RPL Application

- The Academic Manager ensures that RPL assessments are completed by appropriately qualified assessors who have the relevant vocational competencies at least to the level being assessed and have demonstrated current industry competencies relevant to the assessment being undertaken.
- The appointed assessor will make his/her judgement for granting RPL on the evidence provided by the applicant in their demonstration of the appropriate skills or a practical demonstration.
- The Academic Manager might engage subject matter experts (if applicable) who make recommendations on competencies being claimed to the RPL Assessor. This recommendation is to be accepted by the RPL Assessor unless they believe the correct process has not been followed.
- The RPL application will be processed according to the criteria set out in this policy and will be granted for complete qualifications or units of competency.

Step 3: Notification of RPL Decisions

The Academic Manager ensures that the student(s) are informed in writing of the outcomes of their application, via "Letter of RPL Outcome".

Students will need to sign a letter of confirmation accepting the RPL or Course Credit granted, a copy of this document will be placed on the student's file.

Step 4: Appeal of RPL Decisions (if applicable)

- Students who disagree with their RPL outcome or believe that the process may not have followed appropriate procedures may appeal the result of an RPL Application by submitting a complaint in writing to the Academic Manager.

- If the student wishes to appeal against a decision he/she must inform SIIT in writing within 1 week from receipt of the “Letter of RPL Outcome” with new evidence (if applicable). There is no cost involved in the appeal process.
- The appeal will be dealt with by the RPL Assessor, the Academic Manager and/or Head Trainer and/or industry expert (s).
- Letter of appeal outcome will be forwarded to the applicant within two weeks of a final decision.
- The Student may appeal against the final decision via external appeal process as reflected in the complaint and appeal policy and procedure.

Recording of Course Credit Outcomes (for international students only)

Before Enrolment

If the student applies for and is approved for RPL or course credit and this will lead to a reduction in the student’s course, the course coordinator will provide a “Letter of Offer and Acceptance” which will reflect the details.

The Confirmation of Enrolment will detail the reduction in course duration and the new course duration, this will be reflected on the duration of ‘course length’ on the visa. (This will allow DIBP to grant a visa with a duration that reflects the actual course length).

After enrolment

In the case that the student is provided with RPL or course credit after the student visa is granted, any change in course duration will be reported via PRISMS under section 19 of the ESOS Act, this must be done within 14 days after the event as specified by the Act.

This process will be completed by the CEO and once completed, the student will be advised of the outcome and amendments will be detailed on the students file.

The record of the course credit must be acknowledged and accepted formally by the student and a copy of the course credit granted will be provided to the student.