



CRICOS Provider Number: 02915G

Durban Course Credit & RPL

POLICY & PROCEDURE GUIDELINE

Governance	NC- Standard 2, Outcome Standards 1.4,1.6,1.7,3.2,3.3 for NVR Registered Training Organisations & Credential Policy.		
Policy Reference No:	DIC-029	Version No:	3.4
Commencement Date:	January 2008	Review Date:	June 2026
Persons/Areas affected	All staff		
Purpose	<p>The purpose of this policy and procedure is to outline DIC's approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:</p> <ul style="list-style-type: none"> • AQF certification documentation issued by another RTO of AQF authorised issuing organisation such as a university • Authenticated VET transcripts issued by the Registrar. <p>This complies with Outcome Standard 1.7 of the Standards of Registered Training Organisations 2025.</p>		
Definitions	<p>AQF means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/</p> <p>Certification document means a Testamur, Statement of Attainment or Record of Results</p> <p>Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program</p> <p>Credit transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.</p> <p>Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO</p> <p>Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment</p> <p>Standards means the Outcome Standards for NVR Registered Training Organisations 2025.</p> <p>Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course</p> <p>Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'</p> <p>RPL means 'Recognition of Prior Learning' which further means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.</p> <p>Equivalency refers to the determination that a previously completed unit of competency, module, or course is comparable in content, learning outcomes, and assessment standards to a current unit or module within a student's enrolled program.</p>		

Document Name:	Durban Course Credit & RPL Policy & Procedure		Created Date:	January 2008
Document No:	DIC-029	Version No:	V 3.4	Last Modified Date: June 2025
© Durban International College Pty. Ltd			Page Sequence:	Page 1 of 10

<p>Policy</p>	<p>This policy/procedure supports ‘Standard 2 – Course Credit’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2018’ which states ‘Registered providers must appropriately recognise course credit within the ESOS framework.’ It also supports 1.6, 1.7 Outcome Standards for NVR registered training organisations 2025.</p> <p>It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to Department of Home Affairs (DHA) via PRISMS.</p> <p>DIC will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.</p> <p>All students will be offered the opportunity to apply for credit for previously completed studies during the enrolment process. Credit can be accessed by a student by completing the Credit Application Form and submitting relevant supporting documents.</p> <p>Where a student can provide certified copies of AQF certification documentation issued by another RTO or authorised issuing organisation, DIC will provide credit for that unit or module.</p> <p>Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, an analysis as to the equivalence of study completed with the relevant units in the student’s enrolment with DIC will be undertaken.</p> <p>All evidence provided as part of an application for Credit will be authenticated by contacting the organisation that issued relevant documents to confirm the content is valid.</p> <p>Credit will not be issued where there is a licensing or regulatory requirement that restricts the issuing of Credit.</p> <p>Students will be advised of the outcome of the Credit Application in writing. Where there is significant Credit granted, this may result in a reduction of the Course fees which will be advised at the same time.</p>
----------------------	--

Procedure	Responsibility
1. Issuing Credit A. Application for Credit <ul style="list-style-type: none"> Students will be offered the opportunity to apply for Credit as part of the enrolment process. To apply for credit, a student should fill in the 'DIC-029-F1 Credit Transfer/ RPL Application form' and supply certified copies of their relevant transcripts. 	Student Admin

<ul style="list-style-type: none"> Applications that do not include certified documents should be returned to the student, unless the originals of the copies are certified by DIC staff member. B. Review Credit Application <ul style="list-style-type: none"> Transcripts should be reviewed for their authenticity. Consider: <ul style="list-style-type: none"> Does the transcript include the expected information on an AQF Certification document such as name of institution, code, full name of student, name and codes of units completed? Has the copy been certified? Are the units/modules previously studied relevant to the student's current enrolment? If not, the Credit Application does not need to be progressed further and the student can be advised that they were not granted any Credits. Where units are relevant, contact the issuing institutions to confirm the authenticity of the transcripts. Where there is a direct unit match by code and title, a Credit can be issued. Where a training package has determined the unit of competency to be superseded equivalent, a credit for that unit (without needing to map unit outcomes) can be issued. <i>DIC may conduct a mapping analysis for units that have been 'superseded equivalent' twice or more to assure that the assessment of competence is still relevant. If DIC find there is a gap in either the training or the assessment, DIC may refuse the credit transfer (Outcome standard 1.7)</i> Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment, a Credit can also be granted for those relevant units. Where previously completed studies are relevant/ similar to a unit in the student's enrolment, the content of the completed units/modules must be analyzed to identify whether the outcomes are equivalent to any units/modules in the student's course. This may be assessed by reviewing the content of the unit/module which may be accessed through the university, or the student may be asked to provide further information if required. Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application. 	Student Admin/ Trainer/Assessor
---	--

Document Name:	Durban Course Credit Policy & Procedure	Created Date:	January 2008
Document No:	DIC-029	Version No:	V 3.4
© Durban International College Pty. Ltd		Last Modified Date:	June 2025
		Page Sequence:	Page 3 of 10

<p>C. Notify student of Credit outcome</p> <ul style="list-style-type: none"> Once credits have been determined, notify the student of the outcome of their Credit Application in writing. Where 3 or more Credits have been granted, reducing the amount of training and assessment needing to be provided, reviewing the cost of the course and advising the student of the reduced course fees. <p>Outcome of Student Application for Cr Transfer is notified via e-mail, and student is required to respond within 7days of receiving that letter. If they are unsatisfied with the process they can appeal through complaints & Appeals Policy within 20 days of receiving the letter.</p>	<p>Student Admin</p>
<p>D. Updating the Course Duration and Changing the CoE</p> <p>Based on the credit analysis, relevant changes to the course structure, content, and duration will be made. The changes must align with the learning outcomes and objectives.</p> <p>E. Updating the CoE:</p> <p>Log in to the Provider Registration and International Student Management System (PRISMS). Locate the student's CoE and update the course duration details. The new CoE must reflect the updated course duration.</p>	<p>Student Admin</p>
<p>F. Keep records of Credits granted</p> <ul style="list-style-type: none"> Keep records of all documents used in the assessment of a Credit Application in the student's file and maintain the records for two (2) years. 	<p>Student Admin</p>

RPL Procedure	Responsibility
<p>G. Application for RPL</p> <ul style="list-style-type: none"> • Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation at that time. DIC will charge \$200 per unit for assessment of RPL applications. • After Submission of RPL Application Form with RPL FEE, DIC Admin staff will direct the potential RPL client or enrolled student to the RPL application pack and allocate Trainer/Assessor. • Trainer and Assessor will provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant. • On receipt of a completed RPL Evidence Guide and portfolio the DIC admin staff shall record the date of receipt in the RPL Applications Log and request DIC trainer and assessor to process the portfolio. • While assessing prior learning, DIC trainer & Assessor shall at all times ensure that the evidence supplied is: <ul style="list-style-type: none"> ▪ Authentic ▪ Valid ▪ Reliable ▪ Current ▪ Sufficient <p>The Trainers & Assessors must also ensure that the requirements of Principles of Assessment (Validity, reliability, flexibility, and fairness) are met as per the outcome standard1.4.</p> <ul style="list-style-type: none"> • Assessor Qualifications: DIC Shall always ensures that assessors completing assessment for prior learning will have Completed Certificate IV in TAE40116 or TAE40122 or TAE40110, plus the relevant vocational competencies (Outcome standards 3.2,3.3, Credential policy). • All applications are to be submitted to Student Administration and include original documents to be sighted and copied by Student Administration. Applications will not be accepted unless all required information is included. • Where RPL is being applied, the students must include all relevant evidence of work experience and where learning has occurred as mentioned in the RPL KIT. • Students are required to submit their application with supporting evidence as required and outlined in the applications. 	<p>Trainer/Assessor Student Admin</p>

Document Name:	Durban Course Credit Policy & Procedure	Created Date:	January 2008
Document No:	DIC-029	Version No:	V 3.4
© Durban International College Pty. Ltd		Last Modified Date:	June 2025
		Page Sequence:	Page 5 of 10

<p>H. Notify student of RPL outcome</p> <ul style="list-style-type: none"> On receipt of an RPL assessment judgment the Course Coordinator shall record the decision on the RPL Process Log and report the competency or rework decision to the RPL applicant All competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable. Outcome of Student Application for RPL is notified via e-mail and the student is required to respond within 7 days of receiving that . If they are unsatisfied with the process they can appeal through Complaints & Appeals Policy within 20 days of receiving the letter. 	<p>Trainer/Assessor Student Admin</p>
<p>I. Keep records of RPL granted</p> <ul style="list-style-type: none"> Keep records of all documents used in the assessment of a RPL Application in the student's file. 	<p>Student Admin</p>
<p>J. Transition from Credit Transfer (CT) to Recognition of Prior Learning (RPL)</p> <p>Indicators A CT request may need to be processed as RPL when: The documentation provided by the student is incomplete or not issued by an AQF-recognised provider. The unit codes or titles do not match the current training package. The student has relevant work experience or informal learning but lacks formal qualifications.</p> <p>Actions When mentioned indicators are present:</p> <p>DIC staff will explain the distinction between CT and RPL to the student. The student will be Offered the RPL pathway, including guidance on evidence requirements and assessment processes. The transition will be documented in the student's record, including: Reason for transition Supporting evidence Communication with the student</p> <p>Maintaining Compliance: DIC will ensure that all decisions must comply with 1.6 & 1.7 Outcome Standards for RTOs 2025. DIC will ensure that CT must be based on formal documentation from AQF-recognised providers. DIC will ensure that RPL assessments must be based on valid, sufficient, authentic, and current evidence. DIC will maintain clear records of all transitions and decisions for quality assurance.</p>	<p>Student Admin</p>

Approval Authority:

Chief Executive Officer

Document Name:	Durban Course Credit Policy & Procedure			Created Date:	January 2008
Document No:	DIC-029	Version No:	V 3.4	Last Modified Date:	June 2025
© Durban International College Pty. Ltd				Page Sequence:	Page 7 of 10

SUMMARY OF CHANGES:

ISSUE DATE	CHANGE
April - 2008	Version 1.1 - Partial Revision
June - 2009	Version 1.2 - Partial Revision
August - 2012	Version 2.0 - Full Revision (NVR Standards 2011)
March – 2013	Version 2.1 – Partial Revision (NVR Standards 2012)
April-2015	Version 3.0- Full Revision
April -2018	Version 3.1- Partial Revision
May-2024	Version 3.2-Partial Revision
August-2024	Version 3.3-Full Revision
June-2025	Version 3.4-Full Revision(NVR RTOs Outcome Standards 2025)

Confirming Outcome of Credit Transfer/ RPL Application

Date: (insert date)

Student Name: (insert details)

Student Number: (insert details)

Student Address: (insert details)

Dear Student,

This letter is to confirm the outcome of your recent course credit/RPL application. The college received your application for:

☐ Recognition of prior Learning

☐ Credit Transfer

Your application was received and has been assessed by DIC using the evidence you supplied, and the decision has been made:

☐ Your application for Course credit/RPL has been unsuccessful

The reasons that your application was unsuccessful are:

☐ Your application has been successful, and you have been granted credit in the following unit(s):

-
-
-
-

You are required to confirm your notification of this decision and return the attached copy of this letter within 7 days.

If you are unsatisfied with the outcome and explanation you can contact the Program coordinator for further clarification or access the Complaints and Appeals procedure which outlines further action that you may be able to take.

Document Name:	Durban Course Credit Policy & Procedure			Created Date:	January 2008
Document No:	DIC-029	Version No:	V 3.4	Last Modified Date:	June 2025
© Durban International College Pty. Ltd				Page Sequence:	Page 9 of 10

Yours Sincerely

Student Administration

Please sign the following Declaration and return to Student Administration:

By signing this declaration, the student acknowledges they submitted an application for Course Credit and DIC has assessed this application within the guidelines of Credit Transfer or Recognition of Prior Learning.

The student has been informed of the outcome of their application and has also been informed of their ability to access the Complaints and Appeals procedures if they are unsatisfied with the outcome.

Student Name

Student Signature

Date