

## **ACCLM - CRICOS Course Credit Policy**

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### **Purpose and Scope**

This standard outlines ACCLM's policies and procedures for granting course credit(s) to potential and current ACCLM students with suitable equivalent prior learning or experience.

For the purposes these policies and procedures, the ACCLM has adopted the National Code of Practice For Providers of Education and Training To Overseas Students 2017 definition of course credit:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

In accordance with regulatory requirements, the ACCLM recognizes all AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations and grants academic credit for such courses/units of study upon a prospective or existing student's application (supported by the requisite documentary evidence) for such course credit.

The ACCLM does not grant course credits for the recognition of prior learning based on employment 'experience of recognition of competency currently held'.

Students can apply for academic credits (directly or through their Agents) before or after their Visa approvals.

The maximum academic credits which can be given to any student in any course cannot exceed more than twenty-five percent (25%) of that course weight.

### **Policy**

The ACCLM Management and staff are committed to granting course credit where previous study, experience or current competencies are requested by enrolling to be recognised in any course enrolment.

### **Procedures**

#### Applying for Course Credit (Sub-Standard 12.1)

Applications for course credit can be made by applicants either before or after a visa has been approved by submitting a completed Course Credit Application Form available from their Agent, the ACCLM's website or in hard copy from ACCLM Student Services.

Applications made prior to enrolment have to be submitted to ACCLM Admissions and they are transferred to the ACCLM Director of Studies for assessment and determination, and returned to ACCLM Admissions.

Applications made on or after enrolment have to be submitted to The ACCLM Student Services and they are transferred to the ACCLM Director of Studies for assessment and determination.

Course Credit (Academic Credits only) applications have to be submitted with the following validated evidence:

- Academic transcript or;(mandatory)
- Statement of attainment; (mandatory)
- Completion Letter or Certificate award (optional).

Applications for Course Credit(s) will be recorded and assessed by the ACCLM Director of Studies.

If the application is approved, the ACCLM Director of Studies will provide a record of the course credit to the student, which is signed or otherwise accepted by the student, and record the relevant notes and outcomes in student's file and in RTO Manager.

If the application is rejected, the applicant will be informed of the outcome and the reasons for the decision, and informed of their right to submit an appeal in accordance with ACCLM's Complaints and Appeals Policies and Procedures.

#### Course Credit and Course Duration

If the approved course credit application was made prior to the issuing of the CoE, the CoE will, when issued, already reflect approved reduction in the course duration as a result of the approval.

If the approved course credit application for course credit was made after the issuing of the CoE, a new CoE will be issued to reflect the reduction in course duration with the revised end date.

All approved course credit requests will be recorded in the student file, RTO Manager and reported on PRISMS.