

COURSE CREDIT POLICY

Purpose

The purpose of SERO Institute's Course Credit Policy is to allow students the opportunity to seek credit for formal, informal and non-formal training already completed.

Scope

This policy covers international students with qualifications previously achieved and/or work/life experience that may result in course credit.

Key Legislation

- Education Services for Overseas Students Act 2000
- The National Code 2007 – Standard 12
- Standards for Registered Training Organisations 2015 – Standard 1.12

Credit Transfer

Credit Transfer is the process that provides a student with credit for previous formal training that is equivalent to the course the student is about to commence. Applications for Credit Transfer must be made prior to the start of study of the course. If the application is successful and results in a shorter course duration, SERO Institute may amend and reissue a CoE. Evidence that can be used to support an application for course credit can include:

- Transcripts from other VET providers (including for short courses where the courses have been assessed)
- Units completed under AQF.

Recognition of Prior Learning (RPL)

RPL is a process that provides a student with credit for formal and non-formal training as well as life/work experience. Applications for RPL must be made prior to the start of study of the course. If the application is successful and results in a shorter course duration, SERO Institute may amend and reissue a CoE. Evidence that can be used to support an application for course credit can include:

- A detailed resume
- Letters from employers
- An interview with the Assessor
- Work skills or knowledge
- Paid or unpaid work experience
- Life experience
- Community work experience

Course credit will be granted if the student can:

- Provide sufficient evidence of relevant prior learning or experience
- Demonstrate the competency/competencies required for the course
- Present valid results of assessment or qualification

Course credit will not be granted if the student:

- Cannot provide sufficient evidence
- Is unable to demonstrate the competency/competencies required for the course.

(Further information can be found at - <https://training.qld.gov.au/training/recognition/rpl>)

Procedure

- Students wishing to apply for course credit must complete a Course Credit Application Form and attach any supporting documentation.
- The completed form and supporting documentation must be forwarded to SERO Institute for assessment.
- The trainer may contact the student to request further evidence or to ask the student to attend an interview to gather further information.
- SERO Institute will notify the student of the outcome of the application, in writing, as soon as possible after the application and all relevant documentation has been received.
- Successful applications may lead to a reduction in course duration and SERO Institute may issue a new CoE.
- If the student is not satisfied with the outcome of their application, they may access the International Student's Appeals process.