

Course Credit and RPL Policy and Procedure

0. Purpose

This policy and procedure supports the Standards for RTOs 2025 Outcome Standards 2.2, 2.3, 4.1 to 4.3 and Standard 2 and 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth).

Imperial Institute of Sydney has implemented a documented policy and process for assessing and recording Recognition of Prior Learning (RPL), granting and recording course credit, if it intends to assess RPL or grant course credit.

This policy implements the procedures for the institute to process the student's applications for course credit and document the results, including student verification of the outcome.

It will provide a process that ensures that the students will receive written verification of the outcome of course credit application and records are kept with student files.

Imperial Institute of Sydney will also ensure that any changes to the course duration that occurs from granting a course credit, after a student visa is granted, are reported to the Department of Home Affairs (DHA) via Provider Registration and International Student Management System (PRISMS).

1. Scope

This policy applies to all students applying to study a vocational course with Imperial Institute of Sydney.

2. Responsibility

The Chief Executive Officer and Training Manager will be responsible for the implementation of this policy, procedure and to ensure that the staff members and students at Imperial Institute of Sydney (IIS) are aware of its application and that staff implement its requirements.

Imperial Institute of Sydney will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evident by:

- AQF certification documentation issued by any other RTOs or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

3. Definitions

3.1 Credit means 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.

3.2 Course Credit is defined by the National Code 2018 as follows: "Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

3.3 Credit Transfer (CT) is the granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under accredited training.

As per the AQF 2nd edition January 2013- Definition of credit transfer: Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on the identified equivalence in the content and learning outcomes between the matched qualifications.

International Institute of Sydney PTY LTD t/a Imperial Institute of Sydney		Version: 2.0 1 Page
ABN: 23 610 424 336 RTO CODE: 41568 CRICOS CODE: 03944E		
+61 272 522 525 info@iis.edu.au www.iis.edu.au		
Address: Suite 302, Level 3, 20, Macquarie Street, Paramatta, NSW 2150		
COURSE CREDIT, RPL POLICY AND PROCEDURES V2.0_June 2025		

Such as:

- 3.3.1 Unit/module is the same i.e. same code and title
- 3.3.2 Unit/module has been reviewed and this results in minor changes to the unit/module code e.g. B to C. This indicates that the learning outcomes of the unit/module have remained the same.
- 3.3.3 Unit/module has been transferred from another training package/curriculum and recorded; however, the learning outcomes remain the same.
- 3.3.4 If the course credit is given before the student visa is granted, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
- 3.3.5 If course credit is given after the visa is issued, and it results in shortening of the student's program duration, the institute will report the change of program duration to DHA.

3.4 **Recognition of Prior Learning (RPL)** involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is defined as an assessment-only pathway of determining the competence of a person. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. To support this type of application evidence of where and how the skills were obtained is required.

Imperial Institute of Sydney recognises the prior learning of students based on:

- 3.4.1 previous training, (includes overseas qualifications);
- 3.4.2 formal study and acquisition of a qualification and statements of attainment from another RTO;
- 3.4.3 practical experience in a work environment;
- 3.4.4 Projects undertaken; and
- 3.4.5 life experience.

Imperial Institute of Sydney will recognise the qualifications, statement of results and statements of attainment issued by any other registered provider. As a result, students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) in another institute/institute.

Imperial Institute of Sydney's Marketing team will ensure credit transfer and RPL information is included in the information given to the students prior to the enrolment.

All coordinators, trainers and student Support team will be provided with information about CT/RPL and assist students in completing applications.

Imperial Institute of Sydney will adapt fairness and equity while operating its operation and implementing this policy and procedures.

All students will have access to the "Complaints and Appeals policy and procedure".

3.5 **DHA** means Department of Home Affairs

4. Procedures

4.1 Credit Transfer

Students will be advised that credit transfer is available prior to enrolment through the student handbook/prospectus, website and students are also made aware of the ability to apply for credit transfer at the time of course enrolment and during the induction process.

International Institute of Sydney PTY LTD t/a Imperial Institute of Sydney		Version: 2.0 2 Page
ABN: 23 610 424 336 RTO CODE: 41568 CRICOS CODE: 03944E		
+61 272 522 525 info@iis.edu.au www.iis.edu.au		
Address: Suite 302, Level 3, 20, Macquarie Street, Paramatta, NSW 2150		
COURSE CREDIT, RPL POLICY AND PROCEDURES V2.0_June 2025		

Students are requested to apply for credit transfer by the 2nd week of the first term of study in their enrolled course.

All credit transfer applications are to be submitted to the Student Service Coordinator along with the “Credit Transfer Application Form”. The application must include certified copies of all original documents and must identify the units successfully completed including unit codes, unit name and dates of completion.

4.2 Recognition of Prior Learning (RPL)

Students will be advised that RPL is available prior to enrolment through the student handbook/prospectus, website, and students are also made aware of the ability to apply for credit transfer/RPL at time of course enrolment and during the induction process and has a dedicated RPL kit for each qualification to assist the students in effective RPL process.

Students are advised to apply for Recognition of Prior Learning by the 2nd week of the first term of study in their enrolled course.

An RPL application for students will include all relevant evidence of work experience and where learning has occurred. Applications will not be accepted unless all required information is included. Students who request an RPL assessment will be advised of the evidence required and suggestions on how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community- based learning, or overseas education, training or experience etc.).

Applications will be received by the administration department in the first instance and the application and supporting documentation is copied and placed into the student’s file. Where originals are required for verification, the Administration Manager will sight and indicate on copies “original sighted” and shall return originals to the student. Imperial Institute of Sydney will at no time accept and retain original certificates.

The application will then be forwarded to the Course Coordinator to be assessed and outcomes determined by RPL/qualified assessor.

If the outcome of the evidential documentation is not sufficient, then the student will be advised to provide further documentation to validate his/her skills/experience. The Course Coordinator will set a date for the additional documents to be submitted.

The applicant will be notified of the outcome of the RPL. On the basis of the assessment, the student will be advised that:

- 4.2.1 The application has been granted; or
- 4.2.2 the application has been denied; or
- 4.2.3 Further evidence is required

Where any application for course credit is received by the institute, either for RPL or CT, the Institute is to assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable where further information is required to determine the outcome. If RPL is approved, the applicant will be marked as “CT or RPL” rather than “Competent” in the transcript of records.

Where either of the above, credit transfer or RPL, applications are received or course credit is approved, the following must occur Enrolment Officer will change student’s COE to reflect reduction in period of study. Imperial Institute of Sydney will provide students with the outcome of the credit application. The students must sign a letter to indicate the agreement with the outcomes of credit transfer or RPL applications and a copy will be kept on the students' file.

International Institute of Sydney PTY LTD t/a Imperial Institute of Sydney		Version: 2.0 3 Page
ABN: 23 610 424 336 RTO CODE: 41568 CRICOS CODE: 03944E		
+61 272 522 525 info@iis.edu.au www.iis.edu.au		
Address: Suite 302, Level 3, 20, Macquarie Street, Paramatta, NSW 2150		
COURSE CREDIT, RPL POLICY AND PROCEDURES V2.0_June 2025		

4.3 Recording course credit change

If the course credit is given before the student's visa is granted, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.

If the course credit is given after the visa is issued, and results in the shortening of the student's program duration, the institute will report the change of program duration to DHA.

4.4 RPL Policy for overseas qualification

Verification of vocational / academic competence

Imperial Institute of Sydney will endeavor to verify all academic qualifications & vocational competence by assessing overseas qualification via the interview process, if required.

All overseas qualification achieved will be reviewed and assessed through the Australian Education International (AEI), the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines to check its relevance and its standards within the Australian Education Framework.

Students applying for RPL into Imperial Institute of Sydney's training package units will have to provide a verified overseas qualification, a transcript and a detailed breakdown of the curriculum covered under the units that the student is claiming RPL for. The Imperial Institute of Sydney will employ a suitably qualified assessor to conduct the assessment of the RPL request. Imperial Institute of Sydney will advise the students of the result of the RPL application within 2 weeks from the date of the application is received.

Students applying through Imperial Institute of Sydney's approved agents will have to meet the minimum entry requirement as detailed in the "entry requirements" section in the Imperial Institute of Sydney's marketing course information brochure and can also refer to the student's handbook. All qualification documents submitted by the students will be initially reviewed and verified by the recruiting agent as per the students' selection procedures. Imperial Institute of Sydney will review the agent's decision and confirm if the student meets the pre-requisite knowledge & skills requirement, prior to issuing the "Letter of offer & Written Agreement".

Course Credits for Imperial Institute of Sydney Pathway options

Imperial Institute of Sydney's Tourism, Travel and Hospitality Training qualifications offer pathways between qualifications e.g. Student completing SIT40521 Certificate IV in Kitchen Management will be eligible for Credit transfer in SIT50422 in Diploma of Hospitality Management qualification for completed and identical units.

In such cases credit transfer will be given for units completed with the Imperial Institute of Sydney or elsewhere, the course duration will be adjusted and the duration will reflect on COE on PRISMS.

5. Procedures Policy Compliance Summary

- Standards for RTOs 2025: Outcome 2.2, 2.3, 4.1-4.3
- National Code 2018: Standard 2 (Recruitment), Standard 3 (Enrolment and Course Credit)

International Institute of Sydney PTY LTD t/a Imperial Institute of Sydney		Version: 2.0 4 Page
ABN: 23 610 424 336 RTO CODE: 41568 CRICOS CODE: 03944E		
+61 272 522 525 info@iis.edu.au www.iis.edu.au		
Address: Suite 302, Level 3, 20, Macquarie Street, Paramatta, NSW 2150		
COURSE CREDIT, RPL POLICY AND PROCEDURES V2.0_June 2025		