

Policy Name:	Course Credit
Policy Number:	12-CRICOS-2011
Current Version:	04 – 01/07/2014
Next Revision Date:	June 2015
Purpose:	To ensure students are advised of the PGA IGI RPL application process and timeframes for submitting an application.
Scope:	All Staff and Students
Exceptions:	Nil
Policy Owner:	Dean And Executive Officer
Related policies and legislation:	<ul style="list-style-type: none"> Education Services for Overseas Students (ESOS) Act 2000 (https://www.aei.gov.au/ESOS) The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf.pdf) For further detailed information on the legislative requirements in the National Code 2007, see National Code Explanatory Guide (https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx)
Internal procedures guided by this policy:	N/A
Published Location	Y:\Administration - Compliance/Policy & Procedure - Master File/CRICOS

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
03/02/2011	Draft	Formatting	Institute Coordinator	01
07/04/2011	Final	Formatting	Institute Coordinator	02
23/05/2011	Final	Audit Review	Institute Coordinator	03

01/07/2014	Final	Updated staff titles and government departments, removed RCC	Systems Administrator/Dean & Executive Officer	04
------------	-------	--	--	----

Glossary of Terms/Definitions

CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
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.
Confirmation of Enrolment (COE or eCOE)	A document often provided electronically, which is issued by the registered provider to intending overseas students, which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider. An electronic Confirmation of Enrolment is referred to as an eCOE.
DeptEd	Department of Education (former Department of Education, Employment and Workplace Relations)
ESOS	Education Service for Overseas Students
PGA IGI	PGA International Golf Institute
Prior learning or experience	Recognition for a qualification acquired in a course offered by a professional body, enterprise, private educational institution, or by any other provider recognised by the institution, or learning acquired through work or life experience.

Procedure Measures

Procedure Measures	Target
Timely and accurate advice provided to students in relation to RPL applications and processing of applications is within the required timeframes.	100%

Distribution

All Directors
All Staff
All International Students

1.0 INTRODUCTION

The PGA IGI will maintain the integrity of its academic programs and protect the academic standards and reputation of its qualification in relation to the granting of credit. Recognition of Prior Learning (RPL) will be granted only within the constraints of this principle and where program structures and requirements permit.

All potential students are advised of RPL prior to enrolment in our prospectus and student handbook. Applicants requesting RPL will be provided with an RPL pack and informed of the implication on their student visa and duration of study if RPL is granted. Applicants are also advised during our enrolment process and in our marketing materials that we do not accept RPL applications once they have commenced their program of study. The PGA IGI informs applicants that the RPL process must be completed prior to the PGA IGI issuing their eCOE.

2.0 BASIS ON WHICH CREDIT IS GRANTED

The PGA IGI may:

- Grant credit for formal study undertaken in recognised institutions in Australia, including universities, colleges, TAFE and other post-secondary education institutions;
- Grant credit for credentialed programs provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and
- Recognise prior learning (RPL).

Credit awarded based on RPL is assessed by determining the extent to which the applicant has achieved the learning outcomes of one or more units of competency in the award program through the applicant's informal and non-formal learning. The educational judgement concerning equivalence is based on the extent to which the applicant can demonstrate they have achieved the required outcomes.

3.0 COURSE CREDIT APPLICATION PROCESS

The Student Services and Administration Coordinator will forward an RPL pack to an applicant on request. Applicants requesting RPL will be informed in writing of any potential implication on their visa and duration of study if RPL is granted. The applicant must return post the application form and provide supporting documents as evidence with the RPL application. Supporting documentation must be certified, we do not accept photocopies of fax copies.

On receipt of a RPL application the Programs Development Manager will review the application to ensure the information provided is relevant, sufficient, current and documentation is in the required format. If an application requires additional information then the Student Services and Administration Coordinator will inform the applicant via email or phone.

The Student Services and Administration Coordinator will forward completed applications to the Programs Development Manager for review and assessment. The Programs Development Manager will make a decision on the applicant's credit application within 7 days, and notify the Dean and Executive Officer of the RPL application outcome. If the RPL application is successfully the Student Services and Administration Coordinator will inform the applicant in writing and place copies on file. When issuing the student confirmation of enrolment (COE) the Student Services and Administration Coordinator will indicate the actual net course duration (as reduced by course credit) on the conformation of enrolment (COE).

This policy will be reviewed annually and revision history updated.