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Purpose

The purpose of this policy is to outline IBMA’s approach to ensuring students are provided with credit or recognition of prior learning for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO of AQF authorised issuing organisation such as a university
- Authenticated VET transcripts issued by the Registrar.
- Verified evidence to support a recognition of prior learning application

This complies with Clause 1.8, 1.12 and 3.5 of the Standards and the National Code of Practice for Provider of Education and Training to Overseas Students 2018 Standard 2.

The recording of course credit is addressed in the *Student Administration Policy and Procedure*.

Definitions

AQF means Australian Qualifications Framework which can be accessed at <http://www.aqf.edu.au/>

Certification document means a Testamur, Statement of Attainment or Record of Results

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.

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

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

PRISMS means Provider Registration and International Students Management System

RPL means Recognition of Prior Learning for the purpose of reducing the units or modules required to be completed in their currently enrolled program

Standards means the Standards for Registered Training Organisations (RTOs) 2025 from the VET Quality Framework

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

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’

Policy – Credit Transfer

1. IBMA 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.
2. 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.
3. Where a student can provide certified copies of AQF certification documentation issued by another RTO or authorised issuing organisation, IBMA will provide credit for that unit or module.
4. 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 IBMA will be undertaken.
5. 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.
6. Credit will not be issued where there is a licensing or regulatory requirement that restricts the issuing of Credit.
7. Students will be advised of the outcome of the Credit Application in writing and must accept the credit awarded. Where credit is applied for and approved at the time of application, the course credit will be written into the student's letter of offer and written agreement. This may result in a reduction of the Course fees.
8. Where credit is provided after the acceptance of a place in a course or on commencement of studies and the credit will affect the duration of studies, this is recorded in PRISMS and a new CoE created.
9. Where there is significant Credit granted, this may result in a reduction of the Course fees which will be advised at the same time.

Policy – RPL

1. IBMA has a process that has been structured to minimize the time and cost to applicants and provides a supportive approach to students wishing to take up the option of RPL.
2. Students must first approach their Trainer or Academic Manager and discuss whether they would be suitable to apply for RPL.
3. Suitability will be determined on how much experience the student has in a certain area, their work history and previous training.
4. If RPL is deemed to be a possibility, then the student is given an RPL Kit. This kit will guide the student in working through each unit to determine relevant skills and experience; and identify whether the student is able to provide the required evidence.
5. All RPL applicants must demonstrate proficiency in knowledge and relevant skills, and applications will be assessed by an IBMA Assessor.



Document Control

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