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COURSE CREDIT POLICY AND PROCEDURE

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Document Control

Version	Date	Key Changes
1.0	October 2021	New policies defined and outlined

Review Process

This policy shall be reviewed annually in compliance with the [VET Quality Framework](#) including the [Standards for Registered Training Organisations \(RTOs\) 2015](#) and [Australian Qualifications Framework \(AQF Framework\)](#); and the [Education Services for Overseas Students \(ESOS\) Framework](#) including but not limited to: [The Education Services for Overseas Students Act 2000 \(ESOS Act 2000\)](#), [Education Services for Overseas Students Regulations 2019 \(ESOS Reg 2019\)](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (The National Code 2018); and all other applicable State and Commonwealth legislation.

Next review is due by **Oct 2022**.

COURSE CREDIT POLICY AND PROCEDURE

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, Pinnacle 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, Pinnacle 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 Pinnacle 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.
- Pinnacle Institute will notify the student of the outcome of the application, in writing, as

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- soon as possible after the application and all relevant documentation has been received.
- Successful applications may lead to a reduction in course duration and Pinnacle 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.