

Course Credit Policy

Kensington Institute of Australia employs a fair and equitable policy for Course credit. KIA recognises qualifications and statements of attainment issued by other Registered Training Organisations. Clients who have successfully completed whole units of competency contained within one of our courses with another RTO can apply for Course credit.

Description

Course credit refers to an exemption from certain units on the basis of equivalent previous learning. Kensington Institute of Australia (KIA) may grant course credit for formal courses completed prior to enrolment. This is also called course credit and refers to learning achieved through formal education.

Definitions

“**Course credit**” refers to exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. It includes course credit and recognition of prior learning.

Applications

Students should apply for course credit by completing Course Credit Application Form at the time of application to the Administration department at least a month in advance of the start of term/semester.

Documentation

Application for course credit must be accompanied by full original documentation and:

- a. Certified photocopies of relevant pages from the handbook of the institution concerned
- b. Attach unit/subject outlines for previous study, including details of contact hours and requirements. This is not required if the studies are undertaken at Kensington Institute of Australia.
- c. Certified transcript of results
- d. List of units considered equivalent to the unit subject for which they are seeking Course credit.

The amount of course credit granted will vary in each case and depend on the type and level of courses previously studied, when study commenced or was completed and whether or not the previous study is assessed to be equivalent to the Course units at Kensington Institute of Australia (KIA).

Assessment of Applications

Requests for course credit will be assessed using the following criteria:

- a. Equivalency with regard to the type and level of course studied elsewhere.
- b. Equivalency of individual unit content, objectives and outcomes.

Students will be advised in writing of the outcome of their applications for course credit. Students who are granted course credit must make an appointment with the Training Manager to discuss implications for their student visa. International students must maintain if possible a full time study load and are advised that course credit may reduce their student visa duration.

Visa Implications for international students

For international students studying in Australia, when the granting of course credit leads to a shortening of the student's course, the college will:

- a. In case where course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
- b. In cases where course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS act. In these circumstances, a new confirmation of enrolment will be issued.

Appealing Decisions

If student is not satisfied with the outcome of their application for course credit they may appeal the decision (refer to KIA's complaints and appeals policy on http://kensington.edu.au/policies_procedure/).

Reference:

*Standards for Registered Training Organisations (RTOs) 2015 clause 1.12 and 3.5
National Code of Practice 2007 Standard 12.*