



Course Credit Policies & Procedures

Course Credit is defined by the National Code 2007 as; 'exemption from enrolment in a particular part of the course as a result of previous study completed in Australia.'

Students will be required to sign (or otherwise accept) the record of course credit. Students will be given a copy of the course credit for their records and a copy will be kept in the student's file. If necessary, the duration of study will be adjusted accordingly.

By applying for mutual recognition and provided that the Credit Transfer (CT) is granted, this will result in students being exempt from completing that subject and receiving course credit.

Applications for Credit Transfer MUST be submitted at the commencement of a course. Exemptions will only be granted for those students who can show that they have successfully completed other studies. For credit transfer these studies must be the same as the unit of competency that the student is applying for Credit Transfer for. Applications utilising qualifications from overseas must be submitted, translated into English.

Royal Gateway will recognise the qualifications from other countries as long as they are the same or the equivalent of the Australian qualification. Students, who have completed a qualification/component/unit of competencies of a qualification that comes within the Australian Qualifications Framework (AQF) deemed to be acceptable by Royal Gateway, may also apply under this same process to have that recognised under the process of mutual recognition.

Exemptions are applicable only to the course in which the student is enrolled at the time of applying for exemptions. If a student changes courses, exemptions granted will be reassessed to ensure that they are still appropriate.

If Royal Gateway grants the student course credit which leads to a shortening of the student's course before the student visa is granted, the CoE will indicate the actual net course duration for the course.

If the course credit is granted after the student visa is granted, the change of course duration will be reported to Department of Education via PRISMS within 14 working days after the event as specified under Section 19 of the ESOS Act.

International students and domestic students have the same process for applying course credit and will be asked at the time of enrolment whether they would like to apply for course credit and an application form will be made available.



International Student Course Credit Procedure

1. An application for credit/exemption is available from the Royal Gateway administration office or the trainer
2. Attach the relevant evidence of prior learning or Certificate or Statement of Attainment ensuring that the evidence provided are verified copies of originals and that it meets the criteria for the unit of competency.
3. The Academic Director of RG will assess the application and will make a decision as to whether to grant Credit Transfer, cost exemptions will be granted at the discretion of the Director.
4. The result of the exemption process will result in exemptions granted being shown on the student's Certificate or Statement of Attainment
5. If the course credit is granted and it leads to a shortening of the student's course duration before the visa is granted, the Confirmation of Enrolment will indicate the actual net course duration for the
6. If the course credit is granted and it leads to a shortening of the student's course duration after the visa is granted the change of course duration must be reported to Department of Education via PRISMS within 14 days after the event

Notes:

Royal Gateway will recognize the qualifications issued in other countries as long as the course was of a similar duration, at the same or equivalent level and is of similar content.

Students who have completed a qualification or have received a statement of attainment that is from the Australian Qualifications Framework are encouraged to apply under the same conditions for mutual recognition.