

1. Policy Purpose

- 1.1 This document outlines the circumstances under which students can be granted course credit where previous study, experience or current competencies are requested for recognition by enrolling students in any course enrolment.

2. Credit for Recognised Learning (CRL) Procedure

- 2.1 The Enrolments Officer shall:
- 2.1.1 on receiving a request for CRL, supply the student with a either a CRL form for completion or a current Recognition of Prior Learning (RPL) Kit for the unit or units of competency /course that the student is seeking course credit for;
 - 2.1.2 on receiving a completed CRL application from an enrolling student, pass the application onto the relevant training staff member as soon as possible for CRL assessment;
 - 2.1.3 on receiving a completed CRL form from a student, verify the attainment of the units of competency by sighting original academic transcripts or a statement of attainment and maintain copies of the evidence of attainment on the students file;
 - 2.1.4 register the change in course duration the student management database;
 - 2.1.5 for international students adjust the electronic confirmation of enrolment (eCoE) through PRISMS where course credit is granted for a unit/units of competency or course, prior to the confirmation of enrolment or if course credit is granted after initial enrolment and course commencement, submit a variation via PRISMS.
 - 2.1.6 ensure that students who are granted course credit are provided with a signed copy of the CRL Report form identifying their successful application for course credit and their acceptance of the report is noted and signed by the student.
 - 2.1.7 ensure that the signed CRL Report form is filed within the students records file and the course duration is updated on all student records.

3. Administration

- 3.1 This policy and related documentation is accessible by students on the College website.
- 3.2 Staff will be advised of this policy and related procedures via email and staff information sessions.

Document Name	Special Support Policy and Procedure	
Document Owner	Compliance Manager	
Version	Date	Improvements made
3.0	June 2016	Document reformatted
2.0	July 2014	Changes to format & removed irrelevant information regarding attendance