

CREDIT FOR RECOGNITION LEARNING POLICY AND PROCEDURE

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 transcript or a statement of attainment and maintain copies of the evidence of attainment and maintain copies of the evidence of attainment on the student's 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(s) of competency or course, prior to the confirmation of enrolment or of course credit is granted after initial enrolment and course commencement, submit a variation via PRISMS;
 - 2.1.6. ensure that student 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 fields 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.

Kingston Training and Employment Pty Ltd



Provider No: 6811 CRICOS Provider No: 02899B

Policy Title	Credit for Recognised Learning Policy & Procedure
Policy Renewal	Every 2 years
Responsibility	Compliance Manager

Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 01		
Version 02	June 2016	Document reformatted
Version 03	February 2019	Changes to format & removed irrelevant information regarding attendance
Version 04	April 2020	International student updated PRISMS
Version 05	June 2022	General review and update