

COURSE CREDIT & RECOGNITION OF PRIOR LEARNING POLICY

Scope

Yorke institute's policy on Credit Transfer/RPL is offered to all applicants prior or on enrolment. The information on the policy is designed to enable applicants to make informed decisions about studying with Yorke Institute.

Purpose

It is Yorke Institute's policy to grant skills recognition through the processes of:

- Recognition of Prior learning
- Recognition of current competence
- Credit Transfer

for knowledge and skills acquired through participation in other courses, work experience, training on the job as well as life experience on substantiation of evidence provided by the students.

Evidence can be provided as

- documentation such as statements from workplace supervisors, position descriptions, resumes, copies of qualifications
- Verbal evidence

The principles of access and equity will be observed and incorporated throughout the process.

Procedure

The process involving the course credit is generally based on evidence of:

- Relevant work experience;
- Completion of units of competency or qualification obtained with another provider;
- Relevant like experience

Assessment method and assessors

Assessments for prior learning will be strictly conducted by assessors who have completed Certificate IV in Training & Assessment TAA40104. The assessment is by way inspection of evidence for compliance and/or by way of interview.

The evidence guide

Documents will be tested on authenticity, reliability and currency of the documents; International documents must be certified to be translated in English. Incomplete applications may result in a rejection and/or delay in processing of the application.

1. Complete the application form
2. Supply evidence of competency (certified copies) against the endorsed industry competency standards which may include:
 - Academic transcript
 - Statement of attainment
 - Course and subject outline specifying subject content and duration
 - Textbooks used in the course of study
 - Personal resume; summary of work experience and reference from employers
 - Testimonials from clients and other sample from work

Record keeping

A copy of the documentation granting credit transfer/RPL will be provided to the student with one copy retained by Yorke Institute on the student file.

For Overseas Students

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 the Institute 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 DEEWR via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.
- A new Coe will be issued.

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