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COURSE CREDIT POLICY AND PROCEDURE

1.0 Purpose

- 1.1 This policy applies to international students only.
- 1.2 This policy has been developed to provide a detailed process in line with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Standard 12 of the National Code 2007 for how and when we grant course credit, including the recognition of course credit and associated procedures for the granting and recording of course credit and the adjustment of course duration where applicable.

2.0 Intent

The intent of this policy is to provide students, staff and management a clear process for the granting and recording of course credit.

3.0 General Information

- 3.1 Course credit may be granted for the following reasons:

- Recognition of Prior Learning (RPL)
- Credit Transfer (CT)

- 3.2 Recognition of Prior Learning (RPL)

RPL is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system, and the process of mapping prior knowledge and experience against the unit of competency in which student wishes to enroll. Students are required to complete Flight Experience Form and submit together with the flight logs and Application Form if they have flying experience before.

- 3.3 Credit Transfer (CT)

Credit Transfer is a process that may lead to unit exemptions and helps students achieve recognition for prior completed studies. AAPA recognize evidence of completed units of competency in the form of certified copies of results issued by other Registered Training Organizations.

- 3.4 RPL or CT assessment does not incur any additional cost to the current schedule of the course fee.

- 3.5 RPL or CT is assessed, managed and determined by Chief Flying Instructor.

3.6 Grounds on which course credit may be rejected include but not limited to:

- The content of previous completed course did not have the same content as the unit of competency which credit was applied for;
- Validity checks indicated that documentation was inaccurate;
- The life experience did not relate to the unit of competency which credit was applied for;
- At the interview with RPL assessor, the student was not able to clearly demonstrate competency in the unit of competency which credit was applied for;
- The official transcript was fraudulently created.

4.0 Procedure**4.1** Application process

Students who intend on applying for course credit must inform AAPA via indicating on the International Student Application. The Course Credit Application (F.94) should be submitted together with the International Student Application (F.77) with supporting documents so that AAPA can assess the credit before the Letter of Offer is issued.

4.2 Prior to enrolment

Students will be offered and made aware of the process for applying for course credit. If the student applies for and is approved course credit and this will lead to a reduction in the student's course, the RTO Manager will provide a Letter of Offer which will reflect the details and include the term of course credit in the Student Acceptance Agreement. The student will need to sign the Letter of Offer acknowledgement and the Student Acceptance Agreement to accept the Offer. The Confirmation of Enrolment will detail the reduction in course duration and the new course duration, this will be reflected on duration of 'course length' on the visa.

4.3 After enrolment

4.3.1 In the case that student is provided course credit after the student visa is granted, any change in course duration will be reported via PRISMS under section 19 of the ESOS Act, this must be done within 14 days after the event as specified by the Act.

4.3.2 This process will be completed by the RTO Manager. Once completed, the student will be advised of outcome and amendments will be detailed on the students file.

4.3.3 The record of the course credit must be acknowledged and accepted formally by the student and a copy of the course credit granted will be provided to student.

4.4 Outcome of the Application

The outcome of the application will be provided within two weeks of submission of full documentation and recorded in the Course Credit Application form. During this period, AAPA may contact the student to request further documentation and/or for student, if in Australia, to attend a meeting with Chief Flying Instructor to discuss the application. Submission of irrelevant or insufficient documents will delay the course credit assessment. In the case that the student is granted course credit after enrolment, the student will be notified formally in writing of the outcome of their application. The student must sign or accept a record of course credit granted. The record will then be placed on the student's file. If the approval of course credit will lead to a reduction in the student's course, the change of the course duration will be recorded via PRISMS and a new CoE will be created.

4.5 Record of Course Credit

The outcomes of the course credit applications will be recorded in the Course Credit Register (F.95).

5.0 Complaints and Appeals

5.1 In the case where a student's application for course credit has been refused, the enrolled student is able to access the complaints and appeals processes in accordance with the Complaints and Appeals Policy and Procedure (PP.28)

6.0 Responsibilities & Action

6.1 Course credit is assessed, managed and determined by the Chief Flying Instructor.

7.0 Associated document

F.77 – International Student Application

F.94 – Course Credit Application

F.95 – Course Credit Register

8.0 Associated standards

Refer to: [ESOS Act 2000, National Code 2018]

Responsibility: AAPA Chief Flying Instructor

Approved by: AAPA Executive Chairman

Amendments:

Date	Version number	Description of amendment	Authorized Officer making amendment
01/08/20	1.1	Update on Exec Chairman title and National Code 2018	Henry Chia