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This policy relates to students enrolled with Niche Education Group Pty Ltd (Niche) including all divisions of Niche (Australasian Academy of Cosmetic Dermal Science, Australian College of Beauty Therapy, Australian College of Specialist Make-Up) and all students where a third party service provider undertakes delivery and assessment of training.

Further reference to “Niche” in this document is to be read to include the above entities as it may apply to your specific enrolment situation.

## POLICY

This document outlines the Niche Education Group Pty Ltd (Niche) policy and process for students to be granted course credit/RPL if they have suitable prior learning or experience.

Skills recognition recognises the skills and expertise you have acquired through study, self-tuition, work or life experience where you may have gained the knowledge that may help you gain a qualification.

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, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning (RPL).’*

Exemptions will be granted based on skills and education that a student has already acquired from other **appropriate** courses. The granting of exemptions is based on the concept of Recognition of Prior Learning (RPL) and/or 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.

### **Recognition of Prior Learning (RPL)**

RPL is the assessment process that assesses the individual, regardless of how and where their skills may have been attained, through non-formal or formal learning to determine the extent of which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to and/or partial or total completion of a qualification.

Students approved for RPL may not be required to undertake study in the corresponding classes.

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## Credit Transfer

As defined by the Australian Qualification Framework (AQF) a credit transfer is *'A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.* That is, a recognised qualification from a recognised Registered Training Provider (Private or TAFE College, etc.) is transferable across states and institutions.

## National Mutual Recognition

The recognition and acceptance by a Registered Training Organisation (RTO), of AQF qualifications and Statement of Attainments issued by other RTOs, enabling individuals to receive national recognition of their achievements Applies nationally.

Students who have a completed a qualification/components/competencies of a qualification that comes within the Australian Qualifications Framework or other qualifications deemed to be acceptable to Niche, may apply under this same process to have that recognised under the process of mutual recognition.

Exemptions will only to be granted where it can be shown that the student has successfully completed other studies that are:

- of a similar duration,
- studied at a similar or higher level
- of similar content.

## PROCESS

- An application for credit/RPL form is available from a Niche Education Group Pty Ltd campus/training provider upon application or enrolment into a qualification.
  - Complete and submit the RPL application form
    - You will receive an RPL self-assessment form with instructions of what evidence you need to provide for assessment.
    - Complete the self assessment form, which involves the student mapping leaning outcomes from their previous studies or work experience to the relevant learning outcomes, The mapping is then assessed by a qualified lecturer/assessor.
    - If Recognition of Prior Learning is granted, there will be a cost associated with this process payable by the student.
    - The result of the exemption process will result in exemptions granted being shown on the student's statement of attainment and result history.
    - **Please note:** if gaps in prior knowledge/skills are identified or inadequate evidence is provided, the student may be required to complete additional learning materials and/or sit an assessment to cover the applicable learning outcomes. This may incur additional fees.
  - Complete and submit the Credit application form
    - Supply evidence of Record of Achievement or Statement of Attainment that states the unit of competency you are applying for an exemption (Photocopies or scanned images of the original transcripts certified by a suitable person to be a true copy of the original transcripts).

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- In most cases credit transfer does not incur a fee.
  - Skills Recognition
    - Assessment of the skills and knowledge will be carried out in the following ways:
      - ✓ Assessment by the trainer / assessor by way of interview and/or inspection of evidence for compliance with the above mentioned criteria.
      - and / or
      - ✓ Sitting an assessment/test to assess knowledge of subjects for which RPL has been requested.
  - Students should note that incomplete applications may result in a rejection and/or delay in processing of the application.
  - Students are required to sign (or otherwise accept) the record of the course credit.
  - Students will be given a copy of the course credit for their records, and a copy will be kept on the student's file. If necessary the duration of study will be adjusted accordingly.

### **For International Students**

NICHE will recognise qualifications from other countries as long as they meet the previously mentioned criteria.

Applications for Exemptions should be submitted either before a student enrolls.

Applications for Exemption will only be accepted if:

- the student is enrolled in an approved course of NICHE and
- the appropriate fee has been paid, and
- the application is made at enrolment.

In line with industry standards the maximum number of exemptions granted to any one student in any one course is to be no more than twenty five percent (25%) of that course and the corresponding equivalency in value (that is 25%).

If credit is granted, tuition fees to the value of that subject's worth, to a maximum of 25% of the course, will be deducted from the total course cost. Further cost exemptions may be granted at the discretion of the Director but the maximum fee reduction remains at 25% of the course cost.

If NICHE grants the student course credit/RPL, which leads to a shortening of the student's course before the student visa is granted, the Confirmation of Enrolment (CoE) will indicate the actual net course duration for the course.

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