

RPL/CREDIT TRANSFER

Credit Transfer or Recognition of Prior Learning are the processes by which you can apply to have previous relevant education or experience credited towards your degree at the Academy.

Students can make an application prior to enrolling in units, or once the unit has been commenced. However, if you are enrolled in the unit your application must be finalised and approved before Census Date, or you will be liable for the full tuition fee.

Further information and the application form are available on the Academy's public website, in the Credit Transfer & RPL section.



POLICY AND PROCEDURE: RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

Endorsed by	20 January 2005
Date created	Academic Board
Revision date(s) and scope	December 2011 – minor addition to section 3 February 2012 – incorporation of appendices November 2012 – review of Appendix 1 by Director, Coordinator of Studies and Academic Secretary January 2014 – review of procedure by Assistant Director - Academic January 2016 – minor update to role titles
Review date(s)	January 2008 January 2011 January 2014
Next review date	January 2017

Scope

This policy applies to all students enrolled at the Academy, who wish to apply for Recognition of prior learning (RPL) or credit transfer. Students who enrol at the Academy from an institution with whom the Academy has a formalised pathway agreement will have their credit recognised as per the specific agreement; they are exempt from the process below.

Policy Statement

RPL is credit based on informal learning, eg through work or life experiences. Credit transfer is credit based on a student's previous formal learning, eg completion or partial completion of an accredited course of study with content that is relevant to learning outcomes of the course applied for or enrolled in.

The Academy promotes the principle of recognition of the skills and knowledge that students bring to a formal course of study, regardless of when, where or how they were obtained. On enrolment, students can apply for RPL or credit transfer to have such skills and knowledge evaluated for credit. The Academy will endeavour to maximise the recognition of a student's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

The Academy recognises appropriate qualifications and Statements of Attainment of the Australian Qualifications Framework issued by a registered training organisation or higher education provider in the same, or a related, field or discipline

Benefits of Recognition of Prior Learning and Credit Transfer

RPL and credit transfer offer advantages to the Academy and the individual student.

For the Academy, RPL and credit transfer:

- increase the Academy's ability to meet the training requirements of industry
- may reduce the cost of training students to the required level of proficiency
- address issues of social justice and equity.

For individual students, RPL and credit transfer:

- give fair recognition of current skills and knowledge
- reduce the time and cost required to achieve the learning outcomes of a course of study (and hence a formal qualification)
- provide an added incentive to undertake further and formal courses of study
- promote a sense of worth and self esteem for skills and knowledge gained through life and work activities.

Principles

The Academy endorses and adopts the following guiding principles for the recognition of prior learning and credit transfer:



Principle 1: Competence

The recognition of prior learning and credit transfer must focus on the skills and knowledge gained as a result of formal and informal training, not how, when or where the learning occurred.

Principle 2: Currency

Recognition of prior learning and credit transfer must assess an applicant's current skills and knowledge.

Principle 3: Commitment

The Academy will demonstrate its commitment to recognising prior learning by developing and promoting clear and concise guidelines and procedures for gaining recognition.

Principle 4: Access

Recognition of prior learning and credit transfer will be available to all potential applicants.

Principle 5: Fairness

Recognition of prior learning and credit transfer will involve processes that are fair to all parties involved.

Principle 6: Support

The recognition of prior learning and credit transfer will involve the provision of adequate support to potential applicants.

Procedure

Enrolment

Before being eligible to apply for RPL or credit transfer a student must be enrolled in a course of study that includes those units for which RPL/credit transfer is to be sought.

Application Process

Applications for credit follow the process:

1. Applicants complete an Application for Credit form
2. Applicants submit the form to the Head of Academic, with supporting evidence and application fee
3. Evidence is verified
4. Credit is granted or denied
5. Applicants complete their Study Plan
6. Appeals application completed if required

This process is shown diagrammatically in Appendix 2.

Fees and Charges

The Application Fee for RPL/credit transfer at the Academy is set at \$50 per assessment of an application for up to 100 credit points, and \$100 per assessment of an application for more than 100 credit points. The definition of an assessment is "the consideration of an application for any unit of a course".

Evidence

Applicants should complete an Application for Credit Form for the units for which credit is sought and pay the relevant fee. Documentary evidence in support of the application must be provided. This might be:

Where the application is for an identical unit of work at another institution:

- official transcripts of results from the institution;
- examples of projects or assignments set in the unit;
- examples of work completed in the unit.

Where the application is for a comparable unit of work at another institution:

- official transcripts of results from the institution;
- copies of unit or subject descriptions from the other institution's handbooks;
- examples of projects or assignments set in the unit;
- examples of work completed in the unit.

Where the application is for extended professional experience:

- an authorised copy of the position description from the employer and a statement as to the number of years served in that position;



- a statement from the employer which describes in detail the nature of the professional experience and how closely that experience satisfies competency standards in the unit curriculum.

Assessment and Recording of Results

Assessment of applications will be undertaken by the Head of Academic or another delegated member of the Student Progress Committee. Assessment will be based on the unit descriptions and learning outcomes/objectives of the units for which RPL/credit transfer is being sought. The SPC is authorised to approve or reject applications under delegation from the Academic Board.

Processing of Results

Results for RPL/credit transfer assessments will be processed in the same manner as results for all other assessments. The grade will be recorded as 'PR' (Pass Recognised); this will be considered as an ungraded pass and will not be included in calculations of the student's Grade Point Average.

Study Plan

Applicants will be issued with a Study Plan, outlining units for which credit has been granted and those still requiring completion.

Appeals

If a student believes their application for RPL/credit transfer has been assessed unfairly or incorrectly, they should first consult the Head of Academic for clarification. Following this, if they remain unsatisfied with the outcome they may pursue the matter further via the Academy's *Policy and Procedure: Grievance (Academic)*.

International Students

Where an international student is granted course credit, the Academy must provide a record of the course credit granted to the student, which must be signed or otherwise accepted by the student, and place it on the student's file (as per Study Contract process above).

If course credit results in a shortening of course duration the Academy must:

- indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment (CoE) issued to the student for that course if the credit is granted before the student's visa is issued, or
- report any change of course duration to the Department of Education (via PRISMS) if course credit is granted after the student's visa has been issued.

Appendix 1: Credit Transfer Table

The following table is intended as a guide to the amount of credit that will be granted to students who have previously completed VET or Higher Education qualifications in the same, or a related, field or discipline.

Completed Award Course Level	Credit Granted
Certificate III	up to 20 credit points
Certificate IV	up to 50 credit points (may require one additional Contextual Studies unit)
Diploma	up to 100 credit points (may require 1 - 2 additional Contextual Studies units)
Advanced Diploma	up to 150 credit points (may require 2 - 3 additional Contextual Studies units)
Associate Degree	up to 200 credit points (may require up to 2 additional Contextual Studies units)



Appendix 2: RPL and Credit Transfer Process

1. Applications must be made on the Application for Credit form and be accompanied by the evidence required in this procedure.
2. Applications will be processed by the Head of Academic (HoA).
3. The HoA will evaluate the application and make a recommendation to the Student Progress Committee.
4. The Student Progress Committee will approve the recommendation or request amendments, and subsequently report the outcome to the Academic Board.

