

Subject: Student Policies and Procedures

Title of Policy: Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Document Number: 18EX0V1.0

Effective Date: 29/09/2020

Approval Date: 29/09/2020

Revision due: 29/09/2021

Approved by: Emily Xu- CEO

DOCUMENT REVISION

| Version | Release Date | Change | Approved | Revision Date |
|---------|--------------|---------------------------------|----------------|---------------|
| 1.0 | Sep 2020 | Review of Policy and Procedure. | Emily Xu - CEO | Sep 2021 |

Purpose:

In accordance with the requirements of the Standards for Registered Training Organisations, provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

Recognition of Prior Learning generally takes two forms: Recognition of Prior Learning (RPL), which is the focus of this policy, and national recognition which is Credit Transfer (CT) For the purposes of this policy, recognition of prior learning will be referred to as RPL and Credit transfer as CT.

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.¹This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of policy and procedures outlined in the Assessment section of this manual.

Recognition of Prior Learning guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for RPL in a course or qualification in which they are currently enrolled.
- Students cannot apply for RPL for units of competency or qualification/s which are not offered by Patrick's College Australia.
- Students are encouraged to apply for RPL and/or Credit Transfer before enrolment commences in a qualification. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- An RPL Application fee of \$260 applies. This is non refundable charge, whether the RPL application has been successful or not.
- Assessment via recognition applies the principles of assessment and the rules of evidence.
- Recognition of Prior Learning (RPL) may only be awarded for whole units of competency.



Forms of evidence

RPL acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, Patrick's College Australia applies the following rules of evidence:

- Sufficient,
- Valid,
- Authentic, and
- Current.

RPL is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. SPIE reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

Appealing RPL outcomes

If the student is not satisfied with the outcomes of an RPL application, they may appeal the outcome like other assessment decisions. Further information on the appeals process is available at section three.

RPL Procedure

The following procedure is applied upon receipt of an application for RPL:

Step 1 Patrick's College Australia will contact the student within 24 hours of receipt of the RPL application and provide sufficient information about RPL process and the likely time for an outcome to be reached and what happens if the outcome is successful, their right of appeal if not successful.

Step 2 Students who request RPL for their commencing enrolment apply online by downloading the RPL kit and submitting this along with their evidence (as defined in the RPL kit). Once the submitted RPL application and fees are received.



Step 3 Students are asked to undertake an RPL interview between the assessor and the candidate (usually via phone) This is to include:

- Helping the candidate to identify appropriate forms of evidence;
- Guiding the candidate on the use of recognition tools; and
- Informing the candidate about the assessment process.

Step 4 Candidates are to compile their RPL kit. This allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required.

Step 5 The RPL Assessor reviews the assessment evidence and decides on the need for additional evidence. They may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the RPL Assessor provides the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

Step 6 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the RPL Register and the candidate is informed with written advice of the outcome. .

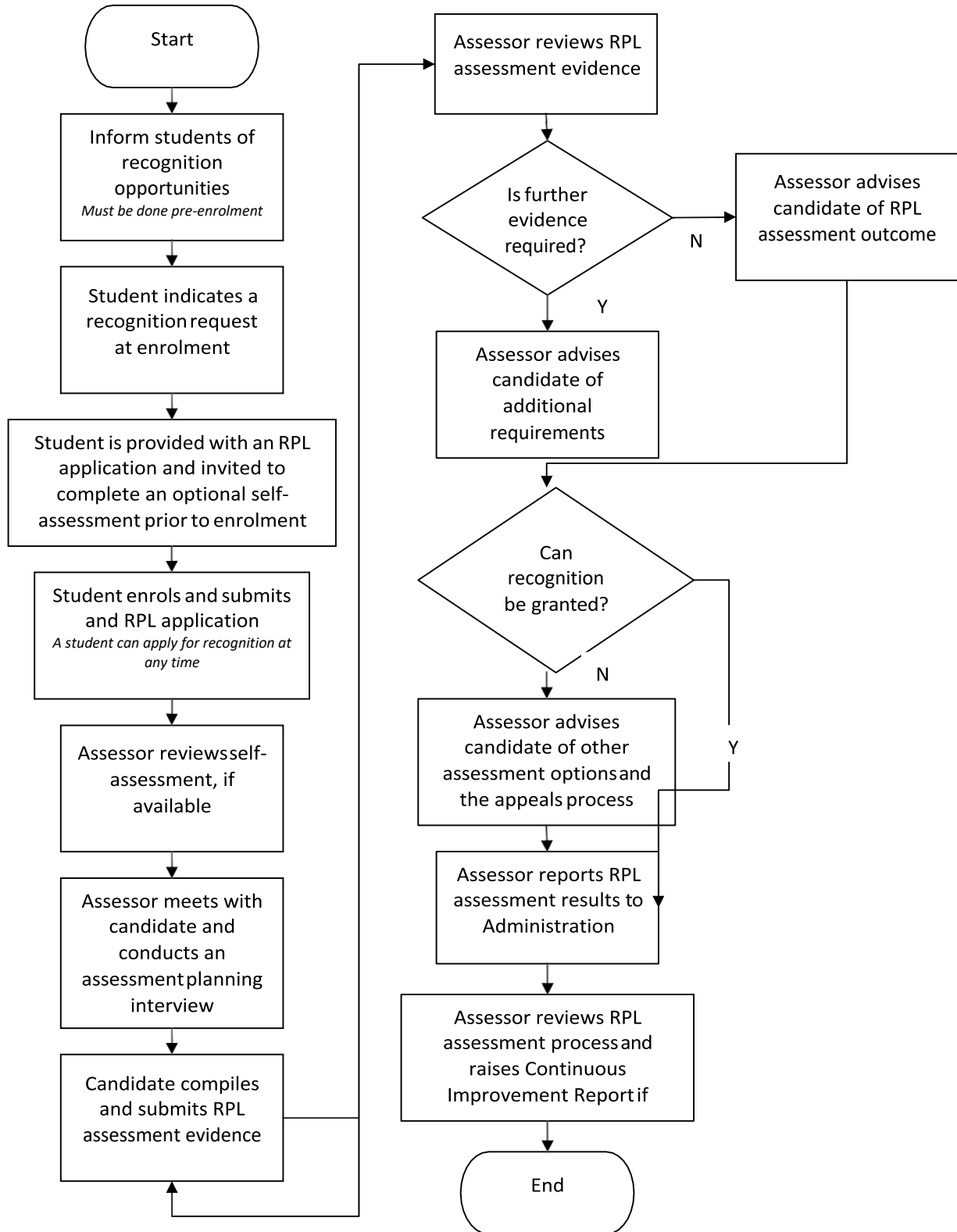
Credit Transfer (CT)

Credit Transfer (CT) is when a student has already successfully completed a unit or units of competency in a qualification they are about to undertake or are currently enrolled in.

Students can download the Credit Transfer Kit and submit with evidence attached (evidence would be certified copies of academic transcript showing the unit/s of competency they are applying for, or Statement of Attainment/s) to: info@pca.edu.au

There is no fee for Credit Transfer.

Patrick's College Australia will contact the student with Credit Transfer (CT) outcome within 7 days.



Credit Transfer Process

What is Credit Transfer?

Credit transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs.

Credit Transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is an important to note that Credit Transfer (CT) is not the same as **Recognition of Prior Learning (RPL)** addressed in the earlier section of this policy and procedure document.

If a student has successfully completed unit/s of competency in a prior qualification or in a Statement of Attainment that match the course they are enrolling in with Patrick's College Australia, they can apply to be exempt if the unit of competency is deemed equivalent.

When unit codes and titles are different

If Credit Transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. In many cases this information can be found in mapping guide published in the relevant Training Package (usually volume one or on the ISC website). Our administrative staff will obtain this information and validate claims of equivalence.

As a general guide, if there is no such mapping available then we are not obliged to recognise the unit through national recognition. In these circumstances, the applicant should be referred for recognition in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons are not valid.

Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by the college. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the Statement of Attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the [Sample AQF Documentation](#). The applicant is required to submitted copies only which are certified as a true copies of the original by a Justice of the Peace (orequivalent).

Credit Transfer Guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competency or qualification which are not included on Patrick's College Australia's scope of registration.
- Whilst students may apply for Credit Transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.

- The student does not incur any fees for Credit Transfer
- Credit Transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for Credit Transfer.
- The recognition of a unit of competency under Credit Transfer is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit will be recognised. The currency of the applicant is not a factor to be considered.

The following procedure will to be applied by the college upon receipt of an application for national recognition:

Step 1 We will provide sufficient information to candidates to inform them of opportunities for alternative pathways via Credit Transfer. This information will be provided to candidates prior to enrolment.

Step 2 To apply for, the applicant must complete and submit the following documentation to SPIE:

- Credit Transfer Application Form;
- Certified copy of the qualification transcript or Statement of Attainment; and
- Enrolment application for the qualification applicable to the units of competency for which Credit Transfer is requested.

Step 3 On receipt of the application, we will check the qualification or Statement of Attainment for authenticity and grant Credit Transfer for units of competency that have been successfully completed at any other Registered Training Organisation.

Step 4 Where units of competency do not align with the units of competency requested, further information is to be sought in the form of Training Package mapping guides or purchasing guides.

Step 5 Verified copies of qualifications and/or Statements of Attainment used as the basis for granting national recognition must be kept on the student file.

Step 6 The completed Credit Transfer application form must be signed by the student and the Director of Education (or delegate) and retained on the student's file.

Step 7 Students will be notified in writing of the outcome of their application. This may include issuing Statements of Attainment or qualifications awarded through national recognition in accordance with our Certification Policies and Procedure.

