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## Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedure

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## 1. SCOPE

This policy applies to all learners enrolled/seeking to enrol with Queensford College's courses of study and outlines the conditions under which Credit Transfer and Recognition of Prior Learning (RPL) will be assessed/granted.

This policy aligns with the Standards for Registered Training Organisations 2015, whereby RTOs are required to offer RPL to learners and must accept and provide credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where verifiable evidenced is provided.

It also serves to meet Axis Institute's obligations under the Standards for Registered Training Organisations (RTOs) 2015 Standard 1, and National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 2.

## 2. Definitions

### 2.1. Credit Transfer:

Credit for previous studies is not recognition of prior learning. Credit is producing evidence of units of competency/qualifications previously undertaken and successfully completed.

The national Vocational Education and Training system is structured to support the recognition of nationally endorsed qualifications, skill sets and units of competency, regardless of where they were issued within Australia.

Students must not be required to repeat any unit or module in which they have already been assessed as competent (unless licensing or regulatory requirements prevent this).

If a student provides suitable evidence of the successful completion of a unit or module at any RTO, Queensford College must provide credit for the unit or module (upon presentation and validation of applicable evidence).

### 2.2. Recognition of Prior Learning:

RPL is an assessment-only process, determining the competence of an individual acquired through formal, non-formal and informal learning, to determine if they meet the requirements for a unit of study. This may include:

- formal learning – learning through a structured program and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree). *(This does not include direct credit transfer where the learner has completed the exact unit of competency (code and title) with another RTO – see Credit Transfer)*
- non-formal learning - learning through a structured program which does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs); and

- informal learning - learning through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Overseas qualifications are also recognised, provided that the National Office of Overseas Skills Recognition (NOOSR) can substantiate the qualifications.

### 3. Policy

All students/potential students have the right to apply for RPL or Credit Transfer. Should a student choose to apply for RPL or Credit Transfer, Axis Institute will provide the information and support to assist them through this process.

Applications for Credit Transfer and RPL will be considered on a case-by-case basis and in a timely manner to ensure that all applicants are able to make well-informed choices about study options by taking into account the recognition to which they are entitled.

Applicants should check the box on their enrolment form to indicate their intent to apply for Credit Transfer and/or RPL on. Post-enrolment, applicants should request an application form for Credit Transfer/RPL from Student Services at their respective campus.

Students seeking to apply for credit transfers/RPL, are encouraged to do so prior to commencement of their course enrolment. Students are still eligible to apply for credit transfer/s or RPL during their course, however, if the application is not made within the first two weeks from the commencement date of the unit in question, there will be no adjustment of fees for the cost of the unit, and the application fees for the credit transfer/RPL request will still apply.

Queensford College assessors are obligated to ensure the validity, currency, authenticity and sufficiency of evidence submitted in their consideration and evaluation of all applications.

All written evidence must be submitted in English. It is the applicant's responsibility to have the documents translated into English by a recognised authority, e.g. National Accreditation Authority for Translators and Interpreters (NAATI).

Credit Transfer/RPL entitlements may have an impact on the structure and duration of a learner's qualification. If granting of RPL/Credit Transfer results in the shortening of the actual duration of the course of an international student, the student will be issued with a new CoE and the Department of Home Affairs will be notified via PRISMS.

*Note: As an RTO, Queensford College is not obliged to issue a qualification or statement of attainment, that has been achieved wholly through recognition of prior learning of units and/or modules completed at another RTO.*

#### 3.1. Evidence for Credit Transfer

All Credit Transfer Applications must be supported by appropriate documentation. This may be in the form of a Nationally Recognised Qualification Certificate, Transcript and/or a Statement of Attainment, which corresponds with the same qualification code and name, unit code and title as those included in the student application and date/duration of the course.

The documentation is authenticated via a series of checks against the issuing RTO's registration on training.gov.au and scope of delivery. As part of Queensford College's quality assurance process, the RTO Manager is responsible for verifying all qualification and documentation with the issuing body to ensure that they are authentic and current as per the standard for RTOs 2015.

- Check 1: Verification of the Qualification Transcript and/or Statement of attainment

The RTO Manager will contact the issuing RTO to verify the qualification transcript and/or statement of attainment via email.

- Check 2: Verification through Student USI Portal

Students will need to log into their USI account to give Queensford College permission to view their USI transcripts in order for the College to verify units that students are seeking credit transfers for. Without permission provided by the student, Queensford College will be unable to authenticate qualifications transcripts and/or statement of attainment through the USI portal. The administration team are to take screenshots as evidence and upload to the student's account in Dynamics.

These checks are stored on the student's file on Dynamics.

### **3.2. Evidence for RPL**

Applicants for RPL will be provided with, Stage One Tool Kit to undertake a self-assessment. Applicants will also be provided with an opportunity to discuss their application with a Trainer if required. Trainer will review completed Stage One Tool Kit and make an evaluation as to whether the student is eligible for RPL.

If identified as ineligible, student will be advised in writing.

If eligible, applicant will be sent Stage Two Tool Kit, which provides direction for completion of the RPL process, including what supporting documentary evidence they will need to provide.

Written evidence may include the following:

- transcripts, academic records, course subject outlines
- site training records, statements of attendance/certificates relating to business in-house courses, workshops, seminars, etc.
- detailed Résumé (CV)
- position descriptions
- relevant licences
- references/testimonials/Statements of Service/letters of support from current and/or past employers (must be on official company letterhead and provide current contact details of the employer)
- third party reports
- diaries/task sheets/job sheets/log books
- membership of relevant professional associations
- portfolio of work
- RPL applicants must be made aware that that they will be required to demonstrate recent industry currency in relation to required industry skills, knowledge and understanding. For industry currency to be considered 'recent', applicants must be able to prove they have worked within the applicable industry within the last 2 to 3 years.

RPL applicants may be required to engage in a 'Competency Conversation', providing oral answers to questions to demonstrate knowledge and understanding. They may also be asked to demonstrate specific skills or to complete assessments.

For off-shore applicants and online students not living within reasonable travel distance to a campus, competency conversations may be conducted by telephone, skype or web conferencing.

Assessors may also require direct observations of particular tasks, skills or activities which may take place in a simulated or actual workplace environment.

### 3.3. Assessment Timeframes

Applications for Credit Transfer and RPL will be assessed by an appropriately qualified Queensford College member of staff within 10 working days. Note, Assessors may require RPL applicants to provide additional evidence, information or to participate in practical observations and/or demonstrations.

### 3.4. Evidence and Record Keeping

The in line with Queensford College's obligations under the Education Services for Overseas Students (ESOS) Act 2000, all records are to be retained for a minimum period of two (2) years from the date the student completes their final course with Queensford College, or from the date on which the student's internal appeal is finalised if later than the enrolment end date, and where applicable. In line with Queensford College's obligations under the VET Quality Framework, all documentary evidence used to make and record decisions with respect to RPL and CT must be stored for a minimum of six months from the date the competency was awarded or transferred in the Student Management System and Learning Management System, Dynamics.

## 4. Applicable Fees

Credit Transfer: An administration fee applies for all evaluation and processing of credit transfers.

RPL: A service fee applies to each unit of competency being apply for, irrespective of outcome of submission.

Please check with Queensford College for details of applicable fees.

**A student can apply for credits, if credits are approved by Queensford College, student may not have to study those units that they have been granted credits for. However, students must note that the approval of credits for any units, may not result in the reduction of the total tuition fee.**

## 5. Procedure

### 5.1. Credit Transfer Procedure

Axis Institute recognises statements of attainment and qualifications issued by all Registered Training Organisations.

**Pre-enrolment** – Applicant to tick box on enrolment form indicating they are seeking Credit Transfer/s.

**Post enrolment** – Applications for Credit Transfer post enrolment can be accessed through Student Services. Process will then follow the same steps as below for pre-enrolment, however student must be informed that if the application is not made within the first two weeks from the commencement date of the unit in question, there will be no adjustment of fees for the cost of the unit and the application fees for the credit transfer will still apply.

1. Applicants will be sent a Credit Transfer/RPL Application Form. Applicant to complete and sign form and attach copy of Transcript or Statement of Attainment (SoA).
2. Application will be reviewed by the RTO Manager and Data and Reporting Officers, including verification of authenticity of Transcript / SoA by contacting the issuing RTO or through the USI portal.
3. Data and Reporting Officers then complete Credit Transfer/RPL Application Form based on findings.
4. Student will be advised in writing of approval or denial of application.
5. Student admissions team shall issue an offer letter and written agreement reflecting the Credit Transfers approved.
6. Once the student sign and accepts the new offer letter and written agreement, RTO Manager will coordinate with Data and Reporting Officers to apply Credit Transfers to units in the student's Account within the student management system.
7. If the granting of Credit Transfers, results in the shortening of the duration of the course of an international student, the student will be issued with a new CoE and the Department of Home Affairs will be notified via PRISMS.

All records relating to requests/granting of credit transfers will be maintained on the student's account within the Institute's student management system, Dynamics.

## 5.2. RPL Procedure

**Pre-enrolment** – Applicant to tick box on enrolment form indicating they are seeking to pursue RPL.

**Post enrolment** – Applications for RPL post-enrolment can be accessed through Student Services. Process will then follow the same steps as below for pre-enrolment, however student must be informed that if the application is not made within the first two weeks from the commencement date of the unit in question, there will be no adjustment of fees for the cost of the unit, and the application fees for the RPL will still apply.

1. Applicant will be provided with Stage One Tool Kit to undertake a self-assessment. Applicants will also be provided with an opportunity to discuss their application with a Trainer. Trainer will review completed Stage One Tool Kit and make an evaluation as to whether the student is eligible for RPL.
2. If identified as ineligible, student will be advised in writing.

3. If eligible, applicant will be sent Stage Two Tool Kit, which provides direction for completion of the RPL process, including what supporting documentary evidence they will need to provide.
4. Trainer will continue to work with applicant throughout the RPL process.
5. Once completed and approved, information will be provided to the Data and Reporting Officers to apply RPL codes to the units in the student's account in the student management system.
6. If the granting of RPL results in the shortening of the duration of the course of an international student, the student will be issued with a new CoE and the Department of Home Affairs will be notified via PRISMS.

All records relating to requests/granting of credit transfers will be maintained on the student's account within the Institute's student management system, Dynamics.

## 6. Appeals

If an applicant is not satisfied with the RPL/Credit Transfer decision, he/she may appeal against the decision, with the appeal to be lodged within 20 working days of the date of the decision. Queensford College Complaints and Appeals Policy is available from the College website, [www.queensford.edu.au](http://www.queensford.edu.au).