

RECOGNITION OF PRIOR LEARNING (RPL) AND COURSE CREDIT POLICY AND PROCEDURE

POLICY

Elite Training Institute (here after known as 'ETI') is committed to ensuring the highest quality support for our students.

This policy and procedure is under the provision of Standards for Registered Training Organisation 2015, implementing a procedure for ETI to process student's applications for Recognition of Prior Learning (RPL) and Course Credit, and document the results. It will provide a process that ensures that students will receive a written copy of the outcome of RPL and Course Credit application. Records will be kept through Student Database Management System.

PURPOSE

This policy and procedure is made to provide students with the opportunity to apply for an RPL and Course Credit.

Students who have completed appropriate training or who through prior learning and experience have gained the required skills/competencies stipulated for the modules of the course may be granted credit upon substantiation of that claim. Students may make an application on request.

ETI advises all applicants of RPL opportunities and procedures on enrolment. The performance criteria of the course module set the RPL benchmarks. Evidence for RPL / credit of prior learning may include:

- Evidence of current competence;
- Performance, demonstration, or skills test;
- Workplace or other pertinent observation;
- Oral presentation;
- Portfolio, logbook, task book, projects or assignments;
- Written presentation;
- Interview;
- Simulations.

SCOPE

This policy and procedure applies to all Australian citizens and permanent resident of Australia who does not come from any colleges/or have not taken up college; and student from other college/ RTO who wants to continue the course with ETI. A special assessment will be conducted by a training recognising their existing skills and knowledge on the course they prefer to take up with ETI.

ETI recognises Australian Qualification Framework qualifications and Statements of Attainment which are issued by any other Registered Training Organisation.

Students may be entitled to a credit transfer in the following circumstances:

- Completed units of competency from a relevant National Training Package.
- Approved units of competency from a National Training Product.
- Successful RPL application and Course Credit

DEFINITION

‘RPL’ is the acknowledgment of skills and knowledge that have been gained through training, work or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the learning outcomes of the current course or training package.

‘Course Credit’ on the other hand, is for students who took courses or units from other college/ RTO and did not finish or those who withdrew from the course, yet they want to continue their course with ETI. Assessment on this will include evaluating a previously completed unit of competency to determine if it provides equivalent outcomes to those specified in the current training package of ETI.

‘Credit Transfer’ is defined by AQF as “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”.

‘Formal learning’ refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);

‘Non-formal learning’ refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business);

‘Informal learning’ refers to learning that results 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).

PROCEDURE

1. RPL (Recognition of Prior Learning)

ETI applies a systematic approach to the granting of RPL which does not unfairly advantage or disadvantage any existing or prospective student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing the learning is current and relevant to the competencies applicable to the qualification in which they are or seek to be enrolled. These learning experiences include the individual’s relevant formal, informal and non-formal learning.

Applications for 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, pathways and alternatives by taking into account the credit they can expect

Applicants are required to complete the appropriate section of the Application for RPL and provide evidence in support of each unit of competency/subject for which RPL is sought. Forms of evidence may include:

- High School transcripts;
- University/TAFE/other provider's transcripts;
- Course subject outlines;
- Detailed Résumé (CV) with referee details;
- Results/statements of attendance/certificates relating to business in-house courses,
- Workshops and seminars;
- Position descriptions;
- Relevant licences;
- References/Statements of Service/letters of support from past employers (these must be on the relevant company letterhead, dated and signed);
- Diaries/task sheets/job sheets/log books;
- Membership of relevant professional associations, etc.

This evidence will be assessed and, if necessary, an interview held at which the applicant may provide additional evidence of the relevant competencies or demonstrate the relevant skills. Depending on the living and communication circumstances, this interview may be conducted by telephone or by means of teleconferencing or demonstration given on arrival at the suggested premises. In such circumstances, prior to the interview commencing, the student must provide ETI with a copy of all of the supportive evidence; these documents must have been verified by a Justice of the Peace or equivalent authority as being true copies of the original.

ETI reserves the right not to recognise part or all of any previous experience if the assessor believes that the competencies or knowledge demonstrated and recorded fall significantly short of the industry standard as stated within the relevant National Training Package or accredited course. In such a case, the applicant will be required to complete further related training.

There is no limit to the amount of RPL that can be granted to any one student. A full qualification can be attained in this way, and a special RPL fee would apply in such circumstances. This fee will vary, depending on the course tuition fees, and the type of prior learning. Information is available from the ETI website.

Applicants need to be aware that many tertiary institutions will not grant credit for subjects against which another registered education provider has already granted credit. ETI may allow this, but an RPL assessment process and standard RPL fees will apply.

Fees for RPL can be found in *Fees and Charges Policy and Procedure* of ETI.

Application

Applications for RPL can only proceed when a student has enrolled in the unit(s) of study for a qualification, or at the time a student is enrolling in a qualification.

All prospective and enrolling students can opt the RPL option. A student who wishes to proceed with the application, he/she should fill out relevant online form or download the application form from the ETI website to apply for RPL. The printed / filled form should be submitted to Administration. Student Support Staff will also provide additional guidance if needed.

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for RPL. Students must complete the RPL kit Application part for the course or unit and submit to Administration with supporting evidence as required. This evidence must be clearly identifiable, and support the applicant's case for RPL by addressing the relationship of evidence to the Unit of Competency for which RPL is being sought. The supporting evidence is clearly stated in RPL policy.

Completed RPL Kits are to be submitted to Administration and includes original documents to be sighted and copied by assigned Facilitator. The RPL fee will be calculated based on the number of units the applicant is applying for RPL. This must be paid or payment plan must be made. RPL Kits will not be accepted unless all required information is included.

Outcome of Application

ETI needs to provide the student a confirming outcome of RPL application. The students must sign this to indicate agreement with the outcomes of application for RPL and a copy is to be kept in the Student File along with all other RPL documentation.

Refund

No refund of fees and charges is given, regardless of whether the RPL application is successful or unsuccessful.

Time Limits for Assessment Process

- Applications for credit against previous formal learning will normally be assessed within five (5) working days providing all necessary documents have been submitted. A longer period may be required where full assessment is required, particularly at peak enrolment times.
- Applications for recognition of non-formal and informal learning will normally be assessed within ten (10) working days. A longer period may be required at peak enrolment times.

Appeals

Applicants who are not satisfied with the outcome of their application, may seek to appeal the decision using the *Complaints and Appeals Policy and Procedure* available from ETI website.

2. Course Credit

The policy is for Credit Transfer as exemption from enrolment in a particular part of the course as a result of a competency currently held. Credit transfer assesses the initial course or subject that a student is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the student's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.

The process involves ETI to make sure:

- Credit Transfer is different from Recognition of Prior Learning.
- Mapping, comparing, evaluating, and making an educational judgement of the extent to which the defined learning outcomes and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes and assessment requirements of the individual components of another qualification.
- Setting out the agreed credit outcomes in a documented arrangement or agreement, and publicising the arrangement/agreement and credit available.
- All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
- Credit Transfer information must be included in information given to students prior to enrolment.
- All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Credit Transfer. Students are informed of the credit transfer process in the Student Handbook, and are asked to identify if they would like to apply for a Credit Transfer in the Enrolment Application Form.
- Credit transfer will not be granted after the student's course has started therefore all applications for credit must be made prior to the course commencement.
- There is no fee for this application.
- ETI will grant course credit to students with appropriate evidence to support their application. If necessary, the duration of study is adjusted accordingly and students are advised of the credits granted.
- The Qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised.
- Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications completed with another Registered Training Organisation.

Application and process

- If a student wishes to apply for Credit Transfer, they must complete the Credit Transfer Application Form and include appropriate evidence to support the Credit Transfer application.

- Students must submit original versions or certified true copies of their supporting evidence. This may be in the form of Nationally Recognised Qualification or Statement of Attainment indicating the unit code(s) and title(s) believed to be equivalent to the unit(s) for which credit is being applied for, or other documents of equivalence that are outside the AQF.
- The student is required to submit this application with associated evidence to the Student Support Staff. This can be done by online submission, or through post.
- The assessment of all Credit Transfer Applications will be undertaken by the Compliance department.
- The Compliance department must complete the appropriate sections of the Credit Transfer application form and fill in Credit Transfer Outcome Form to identify if the credit has been granted or not.
- Where Credit Transfer is 'Granted' this information will be communicated in writing to the applicant within 14 working days of completion of the assessment and the training program adjusted accordingly.
- Where Credit Transfer is 'Not Granted' students will be notified in writing of the outcome within 14 working days of completion of the assessment. The written communication to the student will include a reason for refusal (where applicable). In all cases, a copy of the Credit Transfer application form and certified copies of the relevant Qualification/Statement of Attainment and outcome will be kept in the student's file.
- Students are to show they accept the course credit by signing the acceptance part of the credit transfer application form.
- The Compliance department must identify the reduction in study time and fees based on the units for which Credit Transfer has been granted.
- Where credit is granted the results need to be updated on the Student Management System (SMS), this will be done by the Compliance Officer or Records Officer.
- The Compliance department must advise Enrolments of the reduction in study time.

Appeal

Applicants who are not satisfied with the outcome of their application, may seek to appeal the decision via the *Complaints and Appeals Policy and Procedure* using Complaints and Appeals Form, available from ETI website.