



Educating for Excellence

RPL and Credit Transfer Policy and Procedure

1.0 Purpose

The purpose of this policy and associated procedure is to provide a framework for the assessment and recognition of various types of prior learning undertaken inside/outside the formal education training system both nationally and internationally.

AIC is committed to and is guided by the principles of Recognition of Prior Learning (RPL) and course credit as stated in:

1. Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning
2. Standards for NVR Registered Training Organisations
3. The National Code 2018

2.0 Definitions

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to 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 (*Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning*). It is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant credit in a subject or module.

Credit transfer assesses the *initial course or subject* that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework.

As a registered training organisation, AIC applies the 'national standard of recognition' between registered training organisations. This means if you obtained a competency through study with another registered training organisation in Australia, you can apply to have the competency recognised by AIC.

3.0 Time to apply for RPL/Credit Transfer

Students who are enrolling to complete a course and wish to be credited for an individual unit of competency may apply for RPL/Credit transfer at the time of submitting application or at least 4 weeks prior to course commencement.

4.0 Fees and Charges

- Application fee for RPL is \$100.
- No fees apply for Credit Transfer if clause 3.0 applies.
- Fees are subject to change at any time
- No refund of fees and charges is given, regardless of whether the RPL application is successful or unsuccessful.

5.0 Policy

- 5.1 All prospective and enrolling students must be informed in either print or electronic form (such as through the Student Handbook and College's website) of the opportunity to apply for RPL/Credit transfer.
- 5.2 AIC will recognise AQF qualifications and Statements of Attainment issued by any other Registered Training Organisations in accordance with the requirements of the Australian Quality Training Framework 2007 (AQTF) for national recognition. In addition, we also recognise work experience and overseas qualifications provided by The National Office of Overseas Skills Recognition (AEI-NOOSR) which could substantiate the qualifications.
- 5.3 Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is that you can prove that you currently have the required competencies.
- 5.4 All RPL must be claimed via the submission of the attached application form. It is the student's responsibility to complete the RPL form completely and include all relevant evidence.
- 5.5 To apply for Credit Transfer, students will need to submit certified copies of their transcripts prior to starting with AIC
- 5.6 A maximum of 50% RPL/Credit Transfer can be claimed regardless of previous study, work, life experience etc.
- 5.7 All supporting documents provided must be true and correct, and only certified copies of originals will be accepted

6.0 Procedure

- 6.1 RPL/Credit transfer application should be made by using the RPL/Credit Transfer form available online on our website or at the reception. Student should match the module learning outcomes/unit of competency for which student is applying for RPL/Credit transfer with previous study or skills and knowledge gained from work. Student must provide an authenticated transcript from the educational institution. Overseas qualifications must be submitted to NOOSR to obtain an Australian equivalent qualification; the overseas qualification must be certified and translated into English.
- 6.2 The completed application form should be forwarded to the Director of Studies together with the application fee if applicable and supporting documents such as certified copy of certificate of attainment, qualification certificate and academic transcript etc. Further information or an interview with the student may be required before evaluation of the application is completed.
- 6.3 The Director of Studies will assess the applications and notify students of the decision promptly via e-mail or face in face by signing the assessment record. Upon receipt of the completed RPL/Credit Transfer record signed by the DoS. Student must return the signed RPL/Course Credit record to the DoS either by e-mail or by post or in person if he agrees with the outcome.
- 6.4 RPL/Credit Transfer application form, supporting documentation, assessment processes and outcomes must be filed in hard copies and electronically in the student's file.
- 6.5 Once RPL/Credit Transfer is granted, the relevant unit will be uploaded onto the electronic RTOManager system as RPL or Credit Transfer (CT) and it will show on the academic transcript as RPL/Credit Transfer in the future when the certificate and transcript is generated from the RTOManager system upon student's course completion.
- 6.6 After the RPL/Credit Transfer is granted, student is exempted from attending that particular unit but student must still attend other designated classes or where possible, meaningful learning activities arranged for the student to ensure 20 hours full time study load per week.
- 6.7 After RPL/Credit Transfer is granted, student's course schedule must be reviewed. And any reductions or changes made to the course duration as a result of RPL/Credit Transfer need to be reported to DOHA via PRISMS by the Student Administration Manager.
- 6.8 The course duration must be adjusted and shortened on the eCoE if RPL/Credit Transfer is granted prior to the issue of a visa **or** the College notifies DIAC of Students Complete Course Early on PRISMS if RPL/Credit Transfer is granted after the issue of a visa and student leaves AIC early.
- 6.9 Where a request for credit transfer is submitted after the student has been issued an eCOE by the college, the student's course duration on the CoE needs to be adjusted to reflect any reduction in the period of study. An eCOE fee will apply.
- 6.10 If the granted RPL/Credit Transfer unit is in the middle of the whole course, there will be no variation of the eCoE.
- 6.11 RPL assessments and decisions made by the college are final.