



RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT) Policy & Procedure

Purpose

Xpert Solutions has implemented this policy and procedure for assessing and recording recognition of prior learning (RPL), and granting and recording credit transfer. The decision to assess RPL or CT must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

Students may be provided with credit for units of competency where they are evidenced by:

- AQF certification documentation issued by another RTO of AQF authorised issuing organisation such as a university
- Authenticated VET transcripts issued by the Registrar.

This policy and procedure complies with Clause 1.2, 1.12 and 3.5 of the RTO Standards 2015 and Standards 2.3 – 2.5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The recording of course credit is addressed in the *Enrolment and Completion Policy & Procedures*.

Definitions

ASQA: Australian Skills Quality Authority

Certificated document: Testamur, Statement of Attainment or Record of Results which has been certified by a Justice of the Peace or similar authority identified under section 39 of the Oaths and Affirmations Act 2018.

Confirmation of Enrolment (CoE): A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

Course Credit: Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

National Code: National Code of Practice for Providers of Education and Training to Overseas Students 2018

RTO: Registered Training Organisation

RTO Standards: Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed at www.asqa.gov.au

Statement of Attainment: confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Testamur: The official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

Policy

1. Application for Credit

Credit Transfer (CT)

- All students will be offered the opportunity to apply for credit transfer for previously completed studies. Students can apply for Credit Transfer by completing a *Credit Transfer Application Form* and providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.
- All evidence provided as part of an application for Credit Transfer will be authenticated by Xpert Solutions by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.
- Xpert Solutions will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

Recognition of Prior Learning (RPL)

- Recognition of Prior Learning is available for all Courses and all students are offered the opportunity to participate in RPL upon enrolment.
- A student may apply for RPL by completing an RPL Application Form and providing supporting evidence that meets the relevant unit of competency requirements.
- A streamlined RPL process has been developed which requires the student to make a self-assessment of their skills, participate in an interview with an assessor, provide documentary evidence and demonstrate practical skills where relevant.

2. Assessing Credit

Credit Transfer (CT)

- Where a student provides authenticated evidence of obtaining Unit/s issued by another RTO or authorised issuing organisation, Xpert Solutions will provide Credit Transfer for that unit where it is a unit listed in the student's course of enrolment with Xpert Solutions.
- Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit or module is not listed in the student's course of enrolment with Xpert Solutions, an analysis as to the equivalence of the study completed with the units in the student's enrolment with Xpert Solutions will be undertaken.

Recognition of Prior Learning (RPL)

- RPL supporting evidence including but not limited to: self-assessment, interview participation with assessor, documents which demonstrate practical skills, and portfolio of work (If relevant)
- Successful RPL assessment must be supported by evidence which demonstrates the student's competency in all Unit of Competency requirements.

3. Credit application outcomes

- Students will be advised of the outcome of their Credit application in writing.
- Where there are significant Credits granted, this may result in a reduction of the Course fees, which will be advised at the same time.
- The result of Recognition of Prior Learning (RPL) and Credit Transfer (CT) will be recorded for any relevant units on the student management system.
- Students may appeal the decisions made about their Credit application by following the *Complaints and Appeals Policy & Procedure*.

International students

In the event Xpert Solutions grants RPL or CT that reduces the overseas students course length, Xpert Solutions will:

- Inform the student of the reduced course duration following granting of RPL or CT and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
- Report any change in course duration in PRISMS if RPL or CT is granted after the overseas student's visa is granted.
- A record of acceptance of the credit must be kept for International Students for a minimum of two (2) years after the overseas student ceases to be an accepted student.