

PP80 RPL (RECOGNITION OF PRIOR LEARNING)

SCOPE

This policy applies to all staff of Southern Cross Education Institute who are involved in the Student RPL (Recognition of Prior Learning) Process and all current and prospective students of the Southern Cross Education Institute.

POLICY

This policy/procedure supports 'Standard 12 – Course Credit' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' which states 'Registered providers must appropriately recognise course credit within the ESOS framework.'

And:

NVR Standards 'SNR 23.2' which states

'The NVR registered training organisation must recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO.'

AND:

Australian Nursing and Midwifery Accreditation Council (ANMAC) Domain 1, standard 1 which states :

1.7 That credit transfer or the recognition of prior learning (RPL) is consistent with both AQF national principles and the expected outcomes of regulatory authorities for practice.

And:

The Victorian Training Guarantee 2014 guidelines, which states: The registered training organisations (RTOs) that are contracted with the Victorian Government to deliver this training are bound by the requirements of the 2014 Service Agreement Victorian Training Guarantee Program (the Service Agreement). The 2014 Guidelines about Determining Student Eligibility and Supporting Evidence (the Guidelines) must be read in conjunction with the Service Agreement.

Specifically:

The RTO must identify all units of competency or modules relevant to the course or qualification in which an Eligible Individual is enrolled that have been attained by an individual as a result of previous formal training. The RTO is not eligible for Contact Hour Funds from the Commission for the student contact hours associated with these units of competency or modules, and must report such units of competency/modules as Credit Transfer.

This policy implements a procedure for the college to process any student's Application for RPL and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification (CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12)) of the outcome of the application and records are kept with STUDENT ADMIN FILE (FILE_STAD).

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to Department of Immigration and Border Protection via PRISMS for International students

DEFINITIONS

'Recognition of Prior Learning' (RPL) is defined by AQF as an assessment process that involves assessment of an individual's relevant prior learning (including informal and formal and non formal learning) to determine the credit outcome of an individual.

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 units of competency (elements and performance criteria, required skills and knowledge) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required i.e. a certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning outcomes against the learning outcomes of the current course.

Credit Transfer and Recognition of Prior Learning

At times, it may be difficult for an applicant to identify if their experience falls under the category of credit transfer or RPL. Credit transfer is a term used to identify a process of gaining recognition gained through a previous course or a unit of study. A copy of an Academic Transcript would need to be supplied by the applicant.

The following table assists to recognise the difference between Credit Transfer and Recognition of Prior Learning.

Credit Transfer	Recognition of Prior Learning (RPL)
<ul style="list-style-type: none"> • Applicable when the applicant has completed an identical competency at another Registered Training Organisation or at SCEI in another course. It means it does not need to be completed again. • In some cases a applicant may have studied a 'module' in an old course and in the new Training Package it appears again as a 'competency'. Use the 'mapping guide' to determine if the unit is equivalent or not. • Unlike RPL, the applicant does NOT have to be enrolled in the Unit(s) being applied for BUT the student MUST be enrolled in a Qualification. • It is not possible to Credit Transfer through an entire Qualification. At least one Unit must be done through normal enrolment or through RPL. • There are no costs associated with a Credit Transfer. • To apply for Credit Transfer an FOR25 CREDIT TRANSFER APPLICATION must be completed with certified copies of the academic transcript attached. 	<ul style="list-style-type: none"> • Is a detailed process whereby knowledge and skills acquired through training, work or life experiences may be acknowledged to gain credit toward current studies. • Evidence will be requested to support any claims. Some examples might include: previous formal study, job descriptions, samples of work and specific references. • A student MUST enrol in the Unit(s) BEFORE SCEI can process the RPL application. • A student CAN RPL through an entire Qualification. • There is a fee involved because a content expert will need to assess the application. The assessor must be satisfied the applicant is currently competent. • The fee for RPL will be calculated based on the number of units the applicant is applying for RPL. • To apply for RPL, RPL Kit Applicant Booklet needs to be completed.

For more information about Credit Transfer, refer to PP15.

PROCEDURE

Application

- 1.1 All prospective and enrolling students are made aware either in print or electronic form (such as through the Student Handbook, SCEI website, brochures, course information) of the ability to apply for RPL.
- 1.2 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.
- 1.3 Australian students may apply for RPL at any time. International Students are to place any application by the 2nd week of the first term of study in their enrolled course.
- 1.4 Completed RPL Kit Applicant Booklets are to be submitted to Student Administration and include original documents to be sighted and copied by Student Administration. 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 Kit Applicant Booklets will not be accepted unless all required information is included.
- 1.5 Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for Recognition of Prior Learning. Students must complete the RPL kit Applicant Booklet for the course or unit and submit to Student Administration with supporting evidence as required. This evidence must be clearly identifiable, and support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought. The supporting evidence may include but is not limited to:
 - brief CV or work history
 - certificates/results of assessment
 - certificates – vendor training courses, in house courses, workshops, seminars

- certificates – club courses e.g. first aid, officials, surf life saving, etc
- photographs of work undertaken
- sample print work/products
- diaries
- site training records
- site competencies held record
- hobbies/interests/special skills outside work
- references
- any other documentation that may demonstrate the necessary skills and knowledge

Students must also provide contact details for one or two referees who can confirm their industry skills and knowledge in context and over time.

Processing Applications

2.1 Applications are received by Student Administration in the first instance and the application and supporting documentation is copied and placed into the STUDENT ADMIN FILE (FILE_STAD). Where originals are required to be sighted the Student ADMINISTRATION OFFICER will sight the originals and indicate on copies that originals have been sighted and return originals to the student. The Southern Cross Education Institute shall at no time accept original certificates.

2.2 The RPL Application is passed on to the Academic Manager, who will assign a Trainer/Assessor to the applicant. The Trainer/Assessor will review the information provided by the student and determine which units of competency, if any, are fully covered at this stage.

The student will have the opportunity to discuss and identify previous experience with the Trainer/Assessor. The Trainer/Assessor will use the RPL Assessment tool to record this stage of the assessment in the *document review* section.

There may be instances where the student has little, or no, documentary evidence of experience. This is not a barrier to gaining recognition, however, this will require the Trainer/Assessor to rely on the questioning, practical assessment tasks and referee validation phases of the RPL process.

The Trainer/Assessor will then arrange a time to undertake a competency conversation with the student. The RPL Assessment Tools for each unit provides questions that the Trainer/Assessor can ask the students to determine industry skills and knowledge. The Trainer/Assessor may ask extension and or supplementary questions which are not listed on the RPL Assessment Tool.

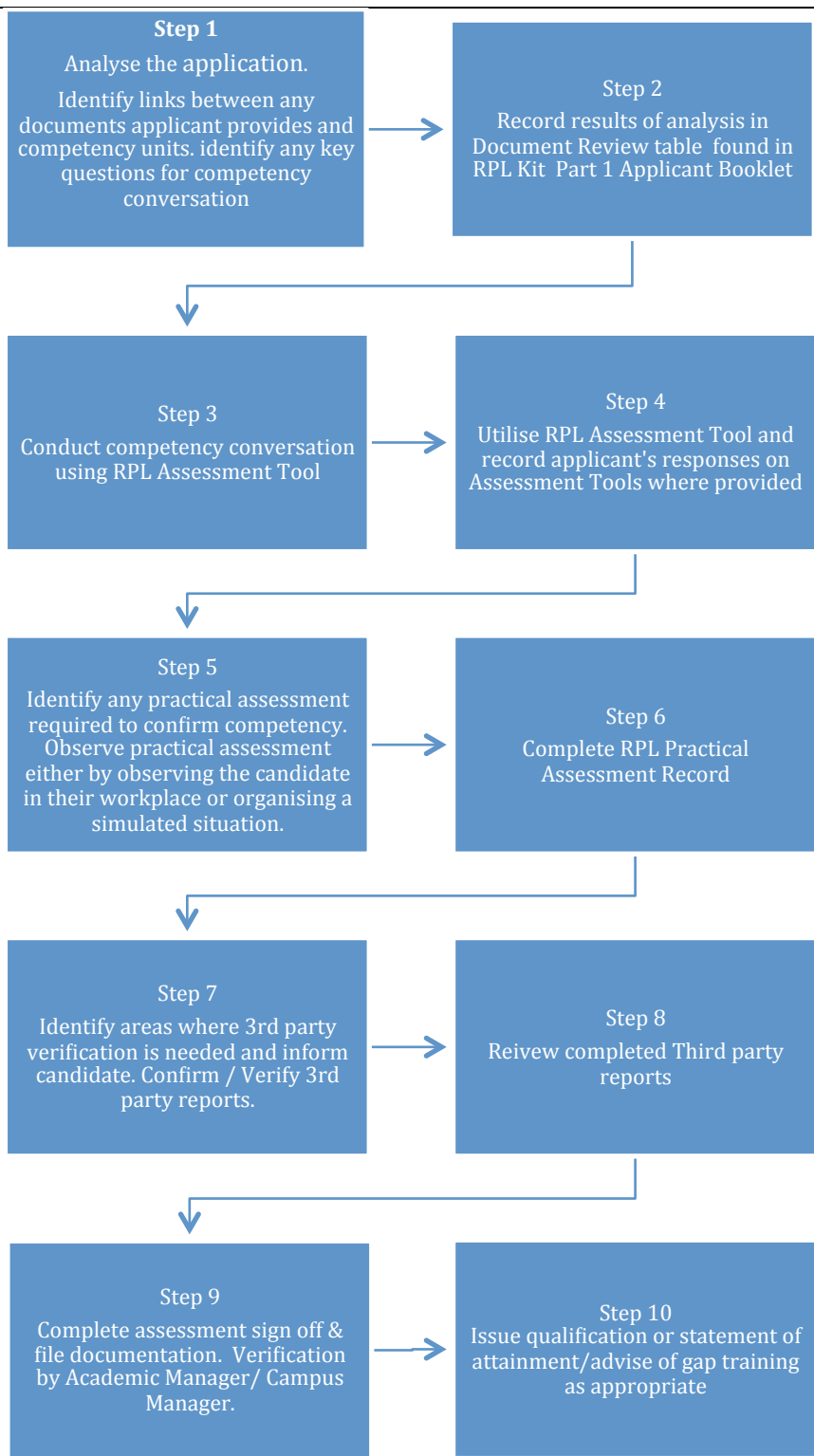
After the competency conversation, the Trainer/Assessor will identify any practical assessment required to confirm competency and industry currency.

It is expected the practical assessment will comprise only those competencies the applicant is still unable to demonstrate knowledge/experience in after documentary review and questioning have been applied. These assessments contain the practical skills and application of knowledge for the qualification. Assessing through observation and questioning, particularly on the job, will speed up and streamline the RPL assessment process.

NOTE: Where an applicant's documentation and questions meet the assessment requirement, it is still strongly recommended the applicant undertake one practical assessment / workplace observation so that the Trainer/Assessor is confident in making a judgment of "competent". The practical assessment selection should be negotiated between the Trainer/Assessor and the applicant.

Applicant responses, observations of skills demonstrated and documents presented as evidence must be noted in enough detail so anyone external to the process (e.g. a fellow assessor, auditor, lawyer, etc) can read the record and retrace the Trainer/Assessor's judgment.

Refer to the flow chart below for the overview of how to process RPL application.



2.3 Where any application for RPL is received by SCEI, SCEI is to assess the application and provide an outcome to the application within 14 days of receiving it, or as soon as practical where further information is required to determine the outcome. Once completed, the ACADEMIC MANAGER (ACAM) is to inform the student through CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12).

2.4 Any application for RPL that has been approved will be recorded in the student administration file, training plan and

Student Management System (SMS) and SVTS

2.5 Where application for RPL is received the following must occur:

- Southern Cross Education Institute needs to provide the student a CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12). The students must sign this CONFIRMING OUTCOME OF CREDIT/RPL APPLICATION (LET12) to indicate agreement with the outcomes of application for RPL and a copy is to be kept in the STUDENT ADMIN FILE (FILE_STAD).
- If the application is granted after the issuance of eCoe, Student Administration must adjust the student's eCoE through PRISMS to reflect any reduction in the period of study the student is enrolled. The copy of the new eCoe must be sent to the student

2.6 All RPL documentation and its outcome are to be kept in the student's file

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

2.8 If the student is dissatisfied with the decision of SCEI, the student may appeal following SCEI's Complaints and Appeal Policy and Procedure (PP11).

Review

This Policy and Procedure will be reviewed annually in line with the SCEI Continuous Improvement Plan