

Credit Transfer and RPL Policy & Procedure V3.0

1.0 Policy

- 1.1 Swanston Institute employs a fair and equitable policy for Recognition of Prior Learning (RPL) and Credit Transfer.
- 1.2 This policy aims to provide students with recognition for past experience, skills or qualifications gained. This experience may have been gained from employment, previous formal training undertaken or life experiences.
- 1.3 All students are provided with the opportunity to have their prior learning and experience assessed and gain recognition for this. (Recognition of Prior Learning: RPL).
- 1.4 The RPL process will match a student's experience to the requirements in a unit of competency and assess if recognition can be granted.
- 1.5 Swanston Institute recognizes qualifications and statements of attainment issued by other Registered Training Organizations.
- 1.6 Candidates who have successfully completed whole units of competency contained within one of our courses with another RTO can apply for Credit Transfer (CT).
- 1.7 The Admissions team / Admin / Trainer / Course Coordinator is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.8 Both processes allow the candidate to reduce the time and study load associated with achieving a qualification.
- 1.9 This policy supports the National Code 2018. This policy supports the AQF Qualifications Pathways Policy. This policy also supports Standard for RTOs 2015 - Standard: "The RTO

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accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the **CEO**.

1.10 Swanston Institute appropriately recognises course credit within the ESOS framework.

- Swanston Institute will grant course credit to students with suitable prior learning or experience. Course Credits can be gained by a student through RPL or through Credit Transfer.
- Swanston Institute will ensure that the Standards for RTOs 2015 and other quality assurance requirements are met. Credit transfer is recognition for study already completed, which counts towards further study.
- Where Swanston Institute grants course credit, Swanston Institute will:
 - o have documented procedures for the granting and recording of course credit; and
 - o provide a record of the course credit to the student, which must be signed or otherwise accepted by the student and place it on the student's file.
- Course credit may reduce the length of a student's course. If this occurs before visa grant, Swanston Institute will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.

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- For the purposes of the National Code 2018, course credit is defined as follows:
‘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.’

Credit Transfers can be granted under any of the following circumstances:

- Under the principles of National Recognition, a student is granted an automatic credit for any unit that they have successfully completed at any other Registered Training Organisation (RTO).
- When the unit has exactly the same code and title, even if it is not from the same Training Package.
- When the unit has been reviewed and this has resulted in minor changes to the unit code or title. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
- When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.

Recognition of Prior Learning (RPL) can be granted under any of the following circumstances:

- As per the definition from the RTO 2015 standards, Recognition of Prior Learning (RPL) means an assessment process that assesses an individual’s formal, 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 VET qualification.

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- Students can base their Recognition of Prior Learning application on any combination of formal, non-formal or informal training and education, work experience or general life experience.
- Swanston Institute will ensure that Recognition of Prior Learning is structured to minimise the cost and time to applicants whilst retaining the integrity required by the RTO 2015 standards to recognise competencies in accordance with the requirements of Training Packages or Curriculum documents.

2.0. Procedure for Credit Transfer

- Applicants for Credit Transfer must complete the Credit Transfer Application Form, attach an original (or certified copy) of a verified Award or Statement of Attainment and submit the application to the Student Support Officer.
- The Student Support Officer will forward the application to the Admissions team / Course Coordinator to check the award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- The Director of Course Coordinator will refer to its course structure and unit/subject offerings and determine whether course credit granted will affect the duration of the course for that student.
- Swanston Institute will recognise units of competency included on a record of results or a Statement of Attainment issued to the student, by another RTO towards, towards the qualification, if the units meet the packaging rules of the qualification delivered by the organisation.

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- Verified copies of Qualifications and Statements of Attainment or records of results used as the basis for granting Credit Transfer along with the Credit Transfer Application Form must be kept on the student's file
- Once authorised, the Credit Transfer Application Form must be signed by the Course Coordinator / Admin Manager and will act as a written record of the credit. This form will be placed in the students file, and recorded on the Student Management System (axcelerate)
- After Credit Transfer is granted a student's course schedule must be reviewed and modified to ensure a full-time load and details of this placed on the student's file.
- The Course Coordinator / Admin Manager will inform the Student Support Officer regarding the outcome of the Credit Transfer Application.
- If the Credit Transfer leads to a shortening of the student's course:
 - I. If the course credit is granted before the student visa grant, the Student Support Officer will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - II. If the course credit is granted will affect the duration of the course, the Student Support Officer will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
 - III. If the course credit granted will not affect the duration of the course, the Student Support Officer will record the course credit in the student's file but does not need to take any other action.

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- If the application does not meet the required criteria as set down then Credit Transfer cannot be awarded for one or more units, the applicant has the right to access the Internal Complaints and Appeals Policy and Procedure.

3.0 Procedure for RPL students:

- To apply for recognition of prior learning students will need to complete the RPL Application Form that is available from reception and provide supporting evidence.
- Relevant assessors/trainer will give advice to the students on completing the RPL application form and gathering reliable evidence. Applicants will be encouraged to discuss the requirements and the types of evidence they are thinking of presenting prior to submitting the application.
- Any applicant for Recognition of Prior Learning is provided with:
 - I. Information about the competencies and performance criteria relevant to their Recognition of Prior learning
 - II. Adequate information and support to enable them to gather reliable evidence of competency
 - III. Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application
 - IV. Students who are eligible for credit transfer will be granted Credit Transfer status and will be subject to the Credit Transfer Procedure.
- It is accepted that RPL is an assessment of an individual's current knowledge, skills, and attitude even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL Assessor to use his/her professional judgment

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(based on Training Package Assessment Criteria in general and each Unit of Competency in particular) whether the evidence produced demonstrates current knowledge, skills and attitude required in the Training Package and Units of Competency. Evidence may include:

- I. Interview/professional conversation
 - II. Observation and questioning including workplace visits
 - III. Portfolio of work, which may include completed assessment items from previous study
 - IV. Supplementary assessment tasks or challenge test (oral, written or practical)
 - V. Assessment where no training is involved
 - VI. Trade test
 - VII. Authentication of evidence by supervisor or employer
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- The application will need to be submitted to the Student Support Officer who will forward the application to the Course Coordinator / Admin.
 - A copy of the Application Form is placed in the student's administration file by the Student Support officers.
 - The Admin / Course Coordinator will assign a Trainer/ Assessor who will assess the completed RPL application, and the student will be advised promptly of the decision. Further information or an interview with the student may be required before evaluation of the application is completed.
 - The completed RPL Assessment Form must be signed by the student and the Trainer/Assessor.
 - Granting of RPL must be recorded as an outcome in the student's administration file using the RPL Assessment Outcome Form and signed by the Admin / Course Coordinator.

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- The Admin / Course Coordinator will inform the Student Support Officer about the outcome of the RPL application.
- RPL application documentation, assessment processes and outcomes are placed in the student's academic file.
- After RPL is granted a student's course schedule must be reviewed and modified to ensure a full-time load and details of this placed in the student's administration file. If the RPL outcome leads to a shortening of the student's course:
 - I. If the course credit is granted before the student visa grant, the student support officer will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - II. If the course credit is granted will affect the duration of the course, the student support officer will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
 - III. If the course credit granted will not affect the duration of the course, the student support officer will record the course credit in the student's file but does not need to take any other action.
- Unsuccessful applicants have a right to formally appeal the RPL assessment, through the internal Complaints and Appeals Policy and Procedure.

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4.0 Tips and Hints to help you prepare for Recognition of Prior Learning:

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Prepare a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any enterprises or facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills.
5. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
6. Collect any certificates from in-house training or formal training you have done in the past.

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7. You can speak with your training organisation about other ways you can show your skills. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Relevant documents:

- Credit Transfer Application Form
- RPL Application Form
- RPL Assessment Outcome Form
- Transcript