



Recognition of Prior Learning, Current Competence and Credit Transfer Policy

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Purpose

To ensure students have the opportunity to gain credit transfer or maximum recognition of current competence/ prior learning in a course of training based on skills and knowledge gained through prior work and life experiences, education and training.

Scope

This policy applies to all applications to Box Hill Institute for assessment of Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC), and Credit Transfer.

Policy

The Institute supports the recognition of prior learning, recognition of current competence and credit transfers through an institute standard process, which is fair, transparent and consistent. The institute will recognise current AQF qualifications and statements of attainment issued by other registered training providers where there are a current endorsed alignment/mapping documents through a credit transfer.

Definitions

AQF: Australian Qualifications Framework

AQTF: Australian Quality Training Framework Standards for Registered Training organisations.

Course Credit: For the purposes of the ESOS National Code 2007, 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. This includes academic credit and recognition of prior learning.'

Current: In assessment, currency relates to the age of the evidence presented by a candidate to demonstrate that they are still competent. Competency

requires demonstration of current performance, so the evidence collected must be from either the present or the very recent past.

ISS: International Student Services

Qualification: A credential issued on completion of a course of study by the course provider.

PRISMS: Provider Registration International Student Management System of the Department of Education, Employment, and Workplace Relations (DEEWR).

RPL (Recognition of Prior Learning): A process through which people can gain entry to or credit in recognised courses based on competencies gained. The competencies may have been gained through experience in the workplace, in voluntary work, in social or domestic activities or through informal or formal training. RPL may only be granted if the candidate is 'fully' competent ie. not in need of any further training in that unit.

RCC (Recognition of Current Competency): This applies if a client has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. SCH are claimed.

Advanced Standing Statement: A results statement that details the outcome of an RPL/RCC/Credit Transfer Application, and lists both successful and unsuccessful RPL/RCC/Credit Transfer and Exemption outcomes in competencies/units

Statement of Attainment: A list of competencies/units which have been successfully completed in a particular course of study.

TR (Credit Transfer): Recognition obtained on the basis of prior agreements between institutions and organisations as to the credit value of a specific course/program. (This includes students studying the same national unit of competency in another course either at Box Hill Institute or elsewhere).

Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

Principles

RPL/RCC and Credit Transfer assessment will follow the principles of assessment as described in the AQTF 2007 Essential Standards for RTOs and be consistent with the National Principles and Operational Guidelines for Assessment.

RPL/RCC and Credit Transfer assessments are expected to be:

- offered at the time of enrolment

- conducted in a timely manner that minimises the time and cost to the candidate
- fair, valid, reliable and flexible, ensuring that there is no conflict of interest and that in all cases an independent or unbiased assessment is made.
- based on evidence that is current, authentic, reliable, valid and sufficient.

The granting of course credit to an Inbound International student will be managed through the International Student Services Office as specific requirements apply depending on whether the student is applying for credit off-shore before their eCoE and Visa have been issued, or on-shore after arrival. Further details are included in the Procedure document.

Responsibilities

Managers are responsible for providing accurate and timely information on the RPL/RCC process and for ensuring that adequate opportunity and support is provided to candidates and for ensuring that competent assessors conduct the assessments according to the principles outlined here.

Assessors are responsible for administering/facilitating the RPL/RCC assessment process, providing correct advice to students on RPL/RCC, implementing the RPL/RCC process and assessing in a fair and equitable manner conducting assessments and recording results and communicating assessment requirements and results/determinations to candidates.

International Student Services is responsible for managing the process of obtaining formal acceptance or otherwise of the granting of course credit for Inbound International students, including ensuring that if course credit is granted, and accepted by an Inbound International student, appropriate records are kept, and any change in course length is reported on PRISMS.

Prospective and enrolled students are responsible for initiating the process by applying for RPL/RCC/Credit Transfer and supplying quality, current evidence to the satisfaction of the assessor, paying required fees, and following through any appeal process if applicable.

The Board of Studies is responsible for coordinating the appeal process and forming the Appeals Panel.

The Appeals Panel is responsible for hearing appeals against unsuccessful applications for RPL/RCC

Student Administration is responsible for, recording assessment in the Student Management System and coordinating forwarding advanced standing statements, result statements and final certificates of completion, where applicable.

Records

Title	Location	Responsible Officer	Minimum Retention Period
Record of all communications with the candidate and records of evidence and assessment results. (See section 5 of procedure)	Student file in Teaching Centre	RPL Assessor	Temporary – retain for at least three years following the recording of the assessment on the Student Record System (SMART).
All standard documents including brochures, information sheets, letters and pro forma provided to candidates.	Teaching Centre	Teaching Centre Manager	Temporary – retain for at least three years from date of publication.
Copy of the student's acceptance of the course credit on the student's file.	Student file in International Student Services Office.	Centre Manager International Student Services	Temporary – destroy 7 years following date of decision.
Report any change in course duration due to the granting of credit, via PRISMS.	PRISMS	Centre Manager International Student Services	Records held in PRISM will be maintained by the Commonwealth.
Record of interim results to be awarded - forms part of the final result.	Student Administration	Registrar	Temporary – destroy 6 months after administrative use is concluded.
Records of Final Assessments (including RPL/RCC and Credit Transfer).	Student Administration	Registrar	Permanent – Transfer to PROV when administrative use is concluded.

References & Compliance Requirements

AQTF 2007

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

National Principles and Operational Guidelines for RPL.

Related Documents

[Recognition of Prior Learning, Current Competence and Credit Transfer Procedure](#)

Review

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

DOCUMENT CONTROL

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