



## Recognition of Prior Learning, Current Competence and Credit Transfer Procedure

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The procedure for Recognition of Prior Learning, Recognition of Current Competence and Credit Transfer consists of the following components:

1. [Provision of RPL/RCC/Credit Transfer information to students](#)
2. [Applying for assessment](#)
3. [Assessing applications](#)
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### 1. Provision of RPL information to students

#### **The Teaching Centre Course Coordinator**

Develops an RPL information kit to be provided to students on request and publicises its availability.

Ensures that students are provided, at enrolment, with an information sheet outlining the:

- benefits of RPL
- Credit Transfer
- application process
- availability of support and support materials
- costs.

Inbound International students must also be advised to contact ISS as the granting of course credit may affect their course duration, and their Confirmation of Enrolment (CoE).

### Students

Students, wishing to obtain advanced standing for existing knowledge and skills:

- obtain course information from the Course Information Unit, Student Handbook or relevant teaching centre web page
- obtain from the teaching centre information about the process, including:
- additional course information (learning outcomes or competency standards),
- RCC/RPL and Credit Transfer fees,
- a RCC/RPL, Credit Transfer Application form, and
- a Student Administration Application for RPL/RCC/Transfer form
- request a briefing session with an assessor nominated by the Teaching Centre Manager if they are unsure of the process or course content
- complete the Application for RPL/RCC, Credit Transfer form, and the Student Administration Application for RPL/RCC/Transfer form, attaching appropriate evidence to demonstrate relevant skills and knowledge of the learning outcomes or competency standards
- lodge the applications with the Teaching Centre
- provide additional information if requested by the teaching centre
- ensure availability for interview or other assessment if an extended assessment is required
- pay the required fee for an extended assessment if required.
- sign the Student Administration Application for RPL/RCC/Transfer form as proof of communication and acceptance of result of the application.
- Inbound International students must also contact ISS as the granting of course credit may affect their course duration, and their Confirmation of Enrolment (CoE).

### The Assessor

Provides information about the process, including:

- course information (learning outcomes or competency standards),
- RCC/RPL and Credit Transfer fees,
- a RCC/RPL and Credit Transfer Application form, and
- a Student Administration Application for RPL/RCC/Transfer form
- makes themselves available to assist students in matching skills and knowledge against the learning outcomes or competency standards, if requested

- receives completed RCC/RPL and Credit Transfer Applications and Student Administration Application for RPL/RCC/Transfer form
- notifies the student of receipt of the RCC/RPL and Credit Transfer application
- requests additional information from the student, if required.

### **Student Administration**

Accepts applicants' Student Administration Application for RPL/RCC/Transfer form

Ensures RPL/RCC and Credit Transfer fees are collected.

### **Managers**

Make available to the applicant:

- information about the course (learning outcomes or competency standard)
- information about the RCC/RPL and Credit Transfer process
- information about fees applicable to RCC/RPL and Credit Transfer application
- the Application for RCC/RPL and Credit Transfer Form/Student Administration Application for RPL/RCC/Transfer form
- nominate an assessor that has the required skills and knowledge to assist the applicant with the process.

## **3. Assessing applications**

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### **Managers**

Are responsible for ensuring those assessing applications have the relevant knowledge and skills to make a fair, independent and valid assessment.

An Assessor must have:

- knowledge and skills in the area for which the recognition is being sought
- an understanding of the principles of RCC/RPL and Credit Transfer
- skills in the RCC/RPL and Credit Transfer procedures to be applied
- be independent of the person being assessed

An Assessment Panel may be formed with co-opted members with relevant knowledge if the request for recognition is extensive/complex or if the required knowledge and skills required to assess the applicant were not vested in the one person.

#### 4. Processing applications

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**Assessor** (or an Assessment Panel)

Processes each application.

Grants, denies or determines requirement for further assessment.

If additional assessment is required after the initial application, an assessor (or an Assessment Panel):

- ensures the applicant has paid the fee for the extended assessment if charged by the centre
- establishes an interview panel/extended assessment process
- conducts the interview and/or extended assessment process
- grants or denies application.

#### 5. Recording outcomes of assessment

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The granting of RPL to an Inbound International Student may affect the course duration and the student's visa. Accordingly International Student Service must be formally advised before course credit is granted as a new COE may need to be completed with the students.

Inbound International students must sign or otherwise formally accept the course credit granted prior to it being formally recorded in Student Administration, and the International Student Services office must record a change of course duration on PRISMS.

For Inbound International students, if the course credit granted **will not affect** the duration of the course, the Institute records the course credit in the student's file, but does not need to take any other action.

If the course credit granted **will affect** the duration of the course, then;

- International Student Services will issue a new letter of offer, which specifies the reduction in course duration as a result of the course credit, and a new International Student Agreement, including any changes to Tuition fees
- To accept the course credit the international student will complete and sign the new student agreement
- On receipt of the International Student Agreement International Student Services will report on PRISMS under "Change to existing student enrolment"

To do this, the Institute uses the Student Course variation function, and indicates that the student has requested a change to the existing enrolment. The Institute then chooses 'Transfer student into same course' and then changes the end date of the course in line with the new duration. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

### **The Assessor**

The granting of recognition of current competence or prior learning will be recorded either as a credit transfer of results, recognition of prior learning or recognition of current competency for VET-Sector courses, or as an exemption for Higher-Education sector courses.

Students not enrolled in the course prior to the official lodgement of a Student Administration Application for RPL/RCC/Transfer form will pay an enrolment fee to Student Administration upon lodgement of the Student Administration Application for RPL/RCC/Transfer form.

**The Assessor** writes an accurate record of the assessment

- files the record of successful and unsuccessful assessments with the student's file in the Teaching Centre
- obtains students signature on Application for RPL/RCC, Credit Transfers form as proof of communication and acceptance by the student of result of the application
- submits a Student Administration Application for RPL/RCC/Transfer form to the Centre Manager or their delegate for authorisation for both successful and unsuccessful applications for domestic students
- submits an official Award Application to Student Administration if appropriate.

### **Manager/Assessor**

Must retain all RCC/RPL and credit transfer documentation for three (3) years for both successful and unsuccessful applicants including:

- full name of student
- student ID number
- student address
- course ID number
- course name
- list of supporting documentation supplied by applicant
- unit name and code for which RCC/RPL /Credit transfer requested
- decision and rationale for decision, with an outline of relevant related experiences
- name of RCC/RPL assessor
- dates of application events
- a copy of the RPL/RCC/Credit Transfers form signed by the student and the assessor on the students file.

The manager or their delegate must sign the Application for RPL/RCC/Transfer indicating that they

- have sighted the originals or certified photocopies of the documentation supporting the application
- check each unit listed and have allocated the appropriate RPL/RCC/Transfer grade accordingly

In the case of an Inbound International Student the manager or their delegate submits the Student Administration Application for RPL/RCC/Transfer form directly to the Manager International Student Services for both successful and unsuccessful applications made by Inbound International Students

### **Manager, International Student Services**

- obtains and places a copy of the Student Administration Application for RPL/RCC/Transfer form on the International Students file
- reviews the impact of the RPL/RCC/Credit Transfer on the students course duration, and informs the student in writing of any changes to their student visa
- obtains information from the teaching centre regarding any potential reduction in course duration as a result of a successful RPL/RCC/Transfer application
- obtains the students signature or otherwise as formal notification of the outcome of the Application for RPL/RCC/Transfer
- obtains and provides the student if appropriate a revised Study Plan that will demonstrate how the Inbound International student will complete in line with the expected course duration
- if the course credit is granted before the student visa grant, indicates the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
- if the course credit is granted after the student visa grant, advises the student in writing of the course credit granted and any impact on the course, and requires the student to sign or otherwise accept the course credit granted
- reports if required the change of course duration via PRISMS under section 19 of the ESOS Act.
- approves the Student Administration Application for RPL/RCC/Transfer form, and forwards to Student Administration for processing

### **Student Administration**

- Checks for Manager, International Student Services approval on the Student Administration Application for RPL/RCC/Transfer form for Inbound International Students only, and where approval is absent, forwards the Student Administration Application for RPL/RCC/Transfer

form to the Manager International Student Services for checking and approval by prior to processing.

- Processes the Student Administration Application for RPL/RCC/Transfer form in the Student Management System and records the assessment outcome in the student results record
- Assesses domestic students for fee refunds where applicable
- Retains the original copy of Application for RPL/RCC/Transfer
- Where the granting of RPL/RCC/Credit Transfer results in a student's eligibility for course completion, processes the Application for Award.

### **Accreditation and Recognition Subcommittee of the Board of Studies**

Maintains a record of all appeals and outcomes of the appeal process

## **6. Notifying applicants of assessment outcomes**

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### **Assessor**

Notifies the student in writing:

- of the RCC/RPL/Credit Transfer application outcome
- of the requirements for additional assessment and fee details
- if RPL/RCC/credit transfer is denied, provides the reason for the decision of the appeal process.

### **Student Administration**

Notifies the applicant of the outcome of their RPL/RCC/Credit Transfer Application within 10 working days of receipt of the completed Student Administration Application for RPL/RCC/Transfer form, via the issuance of an Advanced Standing Statement.

## **7. Appealing against unsuccessful assessment**

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### **Students**

Students with reason to believe that their unsuccessful application has grounds for appeal writes to the Chairperson of the Accreditation and Recognition Subcommittee, within ten (10) working days of being notified of denial of prior learning recognition, detailing:

- student name and address
- name of course
- unit(s) for which RCC/RPL /Credit Transfer was requested
- grounds for appeal.

## 8. Hearing appeals against assessment

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### **Accreditation and Recognition Subcommittee**

Decides if the appeal should be heard.

If an appeal is to be heard will convene an Appeals Panel, which consists of:

- a representative of the committee (if applicable)
- an assessor not involved in the original assessment
- Manager of Teaching Centre

### **Appeals Panel**

Meets and determines whether there are grounds for re-assessment

Interviews the applicant and the RCC/RPL/Credit Transfer assessor, if necessary

- grants or denies the appeal
- refers the application to the Centre Manager for re-assessment, if there are sufficient grounds for the appeal to exist.

### **Chairperson of the Accreditation and Recognition Subcommittee**

Within five working days of deciding an appeal is to be heard:

- sets up an Appeals Panel
- writes to the applicant and informs them if there are not sufficient grounds for re-assessment
- writes to the student, giving at least seven (7) working days notice of the date, time and venue for the appeal hearing and informing them of their right to have an observer present
- writes to the student within five (5) working days advising them of the decision of the Appeals Committee.

### **Forms**

Teaching Centre Application RCC/RPL Form (Teaching Centres)

Student Administration Application for RPL/RCC/Transfer form

Award Application Form (Student Administration)