

RPL and Credit Transfer Policy and Procedure

1 Background

Menzies Institute of Technology (hereinafter known as the 'Institute') will accept and provide credit to learners for units of competency where authenticated evidence has been provided. In addition, the Institute offers recognition of prior learning to individual learners where it would be suitable for the prospective learner and student.

2 Purpose

This policy supports the requirements where the existing skills, knowledge and the experience of the learner is reviewed to determine the amount of training to be provided and this will involve a process of recognition of prior learning. In addition, the policy and procedures for accepting and providing credit to prospective learners and students for units of competency that has been completed previously will be outlined. This will also outline the responsibilities and requirement for authenticating documents or making decision on credit transfer. The recognition of prior learning policy and procedure will be outlined to be able to accurately determine full recognition, partial recognition and no recognition based on the existing skills, knowledge and experience of the learner. The processes for determining the gap training required for partial recognition will be outlined in this policy.

3 Audience

The policy is aimed at Campus Operations, Potential and current students, Compliance Management, Course Coordinator and Marketing and Admissions Staff.

4 Definitions

For the purposes of this policy, the following terms are defined:

Credit Transfer: refers to institutional recognition of any unit of competency a student has successfully completed at any other Registered Training Organisation (RTO). Credit transfer is a

process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of Prior Learning (RPL): refers to an assessment process that assesses an individual's formal, non-formal and in-formal learning to determine the extent to which that individual meets the requirements specified in the Training Package.

Assessor: refers to a person who has the competencies required under the Standards for RTOs and relevant Training Package who assess a learner's competence.

Formal Learning: refers to the learning that takes place through a structured program of learning that leads to the full or partial attainment of an officially accredited qualification.

Non-formal Learning: refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Informal Learning: refers to learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

5 Policy

Recognition of Prior Learning (RPL) and Credit Transfer are alternative pathways to achieving an Australian Qualifications Framework (AQF) qualification. They are distinguished by the way they relate to learning achieved through recognition of equivalence of formal education and training (Credit Transfer) and assessment of an individual's relevant prior learning. By removing the need for duplication of learning, RPL and Credit Transfer encourages an individual to seek diverse and inclusive pathways to lifelong learning, formal qualifications and improved employment outcomes.

Granting of RPL and Credit Transfers in VET will be established and maintained in accordance with:

- The Standards for National Vocational Education and Training Regulator Standards for RTOs 2015
- Australian Qualifications Framework (AQF) Pathways Policy

This policy is based on the following assumptions:

- Students must apply for RPL and/or Credit Transfers
- The Institute grants RPL and/or Credit Transfers based on an application and assessment of the required evidence
- Once the RPL and/or Credit Transfer has been granted, unless compelling educational reasons are presented, it will not be rescinded.

The Institute implements an assessment system that ensures that VET assessment (including Recognition of Prior Learning) complies with the assessment requirements of the relevant training package conducted in accordance with the Principles of Assessment and the Rules of Evidence outlined in the Standards and is available in *MITP13 Assessment and Reassessment Policy and Procedure*.

5.1 Recognition of Prior Learning (RPL)

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

There must be no training provided as part of the RPL assessment. The RPL process applies to all students who:

- are enrolled in courses (including government funded, fee for service, international, and third party provider delivery) leading to a nationally recognised Vocational Education and Training (VET) qualification or statement of attainment; and
- seek recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties or through formal and informal studies.

The Vocational Management Team will determine the RPL fees for the training product. Refer to *MITP03 Student Fees and Payments Policy and Procedure* for further information.

RPL Actions Timeframe - There are five stages to complete the RPL Process. A reasonable assessment timeframe to complete all five stages.

- Stage 1 - Pre-Enrolment (Contact and Initial Discussion)
- Stage 2 - Enrolment
- Stage 3 - Plan and gather evidence
- Stage 4 - Review and Determine Competency

- Stage 5 - Record and Report

5.2 Credit Transfer

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country—regardless of where they were issued. Students must not be required to repeat any unit of competency in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a student provides suitable evidence they have successfully completed a unit or module at any RTO, the Institute must provide credit for the unit of competency.

Before providing credit on the basis of a qualification, statement of attainment or record of results, the Institute will either authenticate the information by directly accessing the Unique Student Identifier (USI) transcript online or by contacting the organisation that issued the document or sighting original or certified copies of the document to confirm the content is valid.

The Institute will not issue a qualification or statement of attainment that is achieved wholly through recognition of units of competencies completed at another RTO or RTOs.

5.3 RPL and Credit Transfer for International Students

If course credit (either through RPL or Credit Transfer) is granted to an international student, the Institute must give a written record of the decision to the international student to accept and retain the written record in accordance with *MITP31 Students Records Management Policy and Procedure*.

If course credit (either through RPL or Credit Transfer) is granted, the actual net course duration (as reduced by course credit) is required to be informed to the student and the reduced course duration is reflected in the confirmation of enrolment (CoE) issued for the student. There may be situations where the student's course duration may not be able to be reduced if the timetable of scheduled classes is unable to be completed in the reduced period. In this scenario, the student's enrolment is extended accordingly. If the course credit is granted after the student visa grant, the change of course duration should be reported via PRISMS under Section 19 of the ESOS Act (National Code 2018 Standard 2.5).

6 Procedures

6.1 Recognition of Prior Learning

Stage 1 - Pre-Enrolment (Contact and Initial Discussion)

| Procedure | Responsibility |
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| Provide RPL information to prospective learners during pre-enrolment process | Student support officer/ Admission officer |
| Undertake initial discussion between Course Coordinator/trainer and Applicant on the RPL process | Course Coordinator/Trainer Student support officer/ Admission officer |
| Self-Assessment completed using the <i>MFS07B RPL Application Form</i> and discussed with Assessor | Applicant |
| The applicant is advised to either proceed with the application or advised of other pathways | Course Coordinator/Trainer |

Stage 2 - Enrolment

| Procedure | Responsibility |
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| Enrol into training product indicating units for which RPL is being considered. | Student support officer/ Admission officer |
| Prepare RPL Evidence Portfolio Pack and issue to student | Course Coordinator/trainer |

Stage 3 - Plan and Gather Evidence

| Procedure | Responsibility |
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| Portfolio of evidence collated | Student |
| Plan the time, place and resources for the student to demonstrate practical task/s (if required) | Assessor |
| Conduct observation of practical tasks (if required). | Assessor |
| Review the student's evidence | Assessor |
| Conduct interview | Assessor |

Stage 4 - Review and Determine Competency

| Procedure | Responsibility |
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| Assessment of all RPL requirements mapped against the unit/s of competency. Assessment decision made. | Assessor/ Course Coordinator |

Stage 5 – Record and Report

| Procedure | Responsibility |
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| <p>Provide feedback to student on RPL assessment outcome.</p> <p>Advise the candidate that either Award of Qualification or a Statement of Attainment will be issued. Students must re-enrol if they wish to complete any units in which they were not granted RPL.</p> <p>International onshore students only: RPL may impact on the student’s visa status which they must acknowledge, in writing. A copy of this acknowledgement and advice on change of course duration must be forwarded Marketing and Admissions Staff.</p> <p>International offshore students only: If RPL is being offered without the option of gap training this must be clearly stated in the student information.</p> <p>Inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.</p> <p>Report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student’s visa is granted.</p> | Assessor/ Course Coordinator |
| Notify the student of RPL result | Student support officer/ Admission officer Trainer |
| Retain supporting documents / student evidence. | Student support officer/ Admission officer |
| RPL not granted – appeal assessment decision as per guidelines provided on <i>MITP07 Complaints and Appeals Policy and Procedure</i> . | Student |

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| <p>If RPL is not granted the student must re-enrol in units they were not granted RPL if they wish to obtain them through a training pathway. Additional fees and charges will apply. Please refer to <i>MITP03 Student Fees and Payments Policy and Procedure</i>.</p> | <p>Student</p> |
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6.2 Credit Transfer

| Procedure | Responsibility |
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| <p>Provide Credit Transfer information to prospective learner during pre-training review .</p> | <p>Student support officer/ Admission officer</p> |
| <p>Prospective learner must apply for credit transfer using <i>MFS07A Credit Transfer Form</i>. The prospective learner must provide an original or certified copy of their Statement of Results as evidence.</p> | <p>Prospective learner</p> |
| <p>Reviewing documentation provided by the prospective learner and check for authenticity using the <i>MITP90 Authentic Documentation Policy and Procedure</i>.</p> | <p>Student support officer/ Admission officer</p> |
| <p>Determine credit transfer status and grant or reject the credit transfer request. Advise Admissions Officer of the outcome.</p> | <p>Compliance Manager</p> |
| <p>Advise the prospective learner of the outcome.</p> <p>International Students:</p> <p>Inform the student of the reduced course duration following granting of CT and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.</p> <p>Report any change in course duration in PRISMS if CT is granted after the overseas student's visa is granted.</p> <p>International onshore students only:</p> <p>A granted Credit Transfer may impact on the student's visa status which they must acknowledge in writing. A copy of this acknowledgement and advice on change of course duration must be forwarded Marketing and Admissions Staff.</p> | <p>Student support officer/ Admission officer</p> |
| <p>Enrol student in all units of the course and calculate enrolment fees. Print unit confirmation and signed by assessor and student and keep a copy in student file.</p> | <p>Student support officer/ Admission officer</p> |
| <p>Process enrolment and Credit Transfer</p> | <p>Admissions Officer</p> |

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| Enter successful credit transfer results onto Axcelerate as 'CT' for the credit transfer units. File credit transfer grant notice and certified copies of Credit Transfer evidence in the Student File. | Admissions Officer |
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7 Review

This policy will be subjected to a review and update at intervals of three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

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| Relevant Standards: | Standards for RTOs 2015: Clause 1.2, 1.12, 3.5 National Code 2018 Standard 2.3, 2.4, 2.5 | |
| Related Policies/Documents: | MITP07 Complaints and Appeals Policy and Procedure MITP03 Student Fees and Payments Policy and Procedure MITP31 Students Records Management Policy and Procedure MITP90 Authentic Documentation Policy and Procedure MFS07A Credit Transfer Form MFS07B RPL Application Form | |
| Responsibility: | Compliance Manager, student support officer, trainer and assessor | |
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| Version Number | Approval Date | Amendment |
| 1 | 25/11/2007 | Creation of policy |
| 2 | 12/05/2008 | Added clause 2.1 |
| 3 | 13/06/2008 | Added clause 3.5 |
| 4 | 14/01/2009 | Added clause 3.1 |
| 5 | 28/01/2011 | Amended purpose statement |
| 6 | 24/05/2011 | Update reference to SNR standards |
| 7 | 06/05/2012 | Amended responsibilities |
| 8 | 01/06/2012 | Review and update next review date. Amended definitions. |
| 9 | 01/06/2014 | Reviewed and updated next review date. |
| 10 | 01/09/2016 | Reviewed and updated next review date. |
| 11 | 01/09/2017 | Reviewed and updated next review date. |
| 12 | 01/02/2018 | Reviewed, updated clause 3.2, amended clause 3.4.1, clause 3.7.1 and updated the next review date. |
| 13 | 18/04/2018 | Updated policy and procedure sections |

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| 14 | 23/04/2019 | Updated procedure 6.1 and 6.2 |
| 15 | 30/09/2019 | Add regulatory information and update responsibility information |
| 16 | 29/08/2022 | Updated statements on Diploma of Nursing requirements |