

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY AND PROCEDURE

### 1. Policy

- 1.1 Capital College employs a fair and equitable policy for Recognition of Prior Learning and Credit Transfer.
- 1.2 This policy aims to provide Students with recognition for 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 competence and assess if recognition can be granted.
- 1.5 Capital College recognises qualifications and statements of attainment issued by other Registered Training Organisations.
- 1.6 Candidates who have successfully completed whole units of competence contained within one of our courses with another RTO can apply for Credit Transfer (CT).
- 1.7 The Training Manager is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.8 This policy is implemented in compliance with the requirements of the Standards of Registered Training Organisations (RTOs) 2015 Standards 1 and 3.
- 1.9 Both processes allow the candidate to reduce the time and study load associated with achieving a qualification.

### Procedure

#### 2. Recognition of Prior Learning (RPL)

- 2.1 All Students are informed of their right to apply for RPL pre enrolment via the International student handbook and website.
- 2.2 Students may apply for RPL by submitting evidence of competence against the accredited unit or unit of competence performance criteria, knowledge, employability and skills requirements and critical aspects of evidence.
- 2.3 RPL applications are only accepted for recognition of current competence. Generally, evidence should be under two years old to be accepted although this can be extended in appropriate situations. Evidence over five years old cannot be accepted to demonstrate current competence.
- 2.4 The RPL application form and information on the process is available on request from the Training Manager or via e-mail to [info@capital.edu.au](mailto:info@capital.edu.au). The RPL form prompts the applicant to provide evidence as to how they demonstrate competence against the assessment criteria stated in each unit of competence and accredited unit.
- 2.5 RPL applications can only be considered for whole units of competence/ accredited unit. Applications must be accompanied by supporting evidence and/ or the candidate must demonstrate competence for each unit of competence/ accredited unit during the RPL process.
- 2.9 A fee is charged for the RPL process.
- 2.11 Students should submit the RPL application form and supporting documentation to the Training Manager or via e-mail to [info@capital.edu.au](mailto:info@capital.edu.au)
- 2.12 Capital College training and assessment staff assess the application.
- 2.14 The student is informed of the result of the assessment within 20 working days of submitting the application.
- 2.15 Assessment staff record the result and store all documents in accordance with the records management policy and procedure.

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- 2.16 The student's course details are amended on the SMS to indicate RPL granted.
- 2.17 The student's course fees and course schedule/ duration is amended accordingly.
- 2.18 Students have the right to appeal Capital College's assessment decision by accessing the Complaints and Appeals policy.

### Outcome

Students will be notified of the outcome of their application in writing within 10 working days of the final assessment being made. Reasons for a refusal of application will be provided at this point.

### Recording

Assessors will complete the assessment summary sheets and Unit summary sheet. The results will be recorded in the SMS and the student's course fees and schedule amended accordingly. All RPL evidence will be stored in the student's file.

## 3. Credit Transfer (CT)

- 3.1 The CT application form is available on request from the Administration Manager. All Students are informed of their right to apply for CT pre enrolment via the Student information handbook and website.
- 3.2 CT applications can only be considered for whole units of competence/ accredited units.
- 3.3 The Training Manager provides advice to Students on how to prepare a CT application and the process of assessment.
- 3.4 Students may apply for Credit Transfer by submitting a Credit Transfer application form along with original certificates/ statements of attainment to the Training Manager or via e-mail to [info@capital.edu.au](mailto:info@capital.edu.au)
- 3.5 Capital College accepts authenticated AQF documentation issued by another RTO or the Register. The unit code and title on the must match that of the relevant unit on the Capital College scope of registration.
- 3.5 No fee is charged for the CT process.
- 3.6 Capital College Training and assessment staff assesses the application. AQF certification documentation must be issued by another RTO or AQF authorized issuing organization or is verified as being issued by the Register.
- 3.7 The student is informed of the result of the assessment within 10 working days of submitting the application. Students are requested to acknowledge the receipt of credit transfer granted by return of e-mail.
- 3.9 Assessing staff record the result and store all documents in accordance with the Records management policy and procedure.
- 3.10 The student's course details are amended on the SMS to indicate CT granted.
- 3.11 The student's course fees and course schedule/ duration is amended accordingly.
- 3.12 Students have the right to appeal Capital College decisions by accessing the Complaints and Appeals policy.

## 4. RPL Assessment appeals

- 4.1 If a student feels they have been unfairly assessed or there are circumstances that impacted their performance they may appeal the assessment decision.
- 4.2 Students should contact their assessor in this case outlining the reasons for their appeal.
- 4.3 If the assessor feels there are reasonable grounds for the appeal he/ she may decide to re-assess the student.
- 4.4 The assessor documents this process along with the outcome in the complaints and appeals register. All supporting documentation should also be placed in the Students file.

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- 4.5 If the assessor decides to refuse the student an opportunity for re-assessment, the student may lodge a formal appeal by submitting a complaints and appeal form. The student must provide reasons for the appeal along with any supporting evidence.
- 4.6 Complaints & Appeals forms are to be submitted to: Training Manager or via e-mail to [info@capital.edu.au](mailto:info@capital.edu.au)
- 4.7 If the appeal is in relation to the Training Manager's decision another member of staff will deal with the process.
- 4.8 If the Training Manager or other staff member handling the process decides that the Students appeal be upheld the following will apply.
- 4.9 The assessment in question is marked by a different trainer and the outcome communicated to the student.
- 4.10 The assessor documents this process along with the outcome in the complaints and appeals register. All supporting documentation should also be placed in the Students file.
- 4.11 The student will be awarded the grade that gives them the most favourable outcome between the two outcomes.
- 4.12 If the Students appeal is refused they will be sent written notification of the outcome within five working days. This will include the outcome including reasons and details for the decision. The letter will also inform the student of their right to access the external appeals process.
- 4.13 Students can only appeal an assessment decision once.
- 4.14 If Students are dissatisfied with the outcome of the internal appeals process they may access the external appeals process. Details of how to activate this process are contained in the Complaints & Appeals policy and procedure.
- 4.15 Students must inform Capital College in writing if they are accessing the external appeals process.

### Documents to be employed when implementing this policy and procedure:

- Student information handbook
- Student orientation checklist
- RPL application form
- CT application form
- RPL resource
- Relevant units of competence/ accredited unit
- Complaints and appeals policy and application form (if accessed by the student)
- Student file

Creation Date	Policy name	Revised by
10 Aug 2020	RPL and Credit Transfer Policy	CEO