# Recognition of Prior Learning and Credit Transfer

**POLICY AND PROCEDURE**

| Document ID | Recognition of Prior Learning and Credit Transfer Policy and Procedures |
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| Related Documents | - International Education Agent Management and Engagement Policy and Procedures;<br>- International Student Transfer Between Registered Providers Policy and Procedures;<br>- Student Complaints and Appeals Policy and Procedure;<br>- Language, Literacy and Numeracy (LLN) Policy and Procedures;<br>- Privacy and Data Protection Policy and Procedures;<br>- International Student Fees and Refund Policy and Procedures; and<br>- Academic Systems Integrity Framework; |
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| References and Legislation | - Education Services for Overseas Students Act 2000 (Cth);<br>- Education Services for Overseas Students Regulations 2001;<br>- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018;<br>- Standards for Registered Training Organisations (RTO) 2015<br>- AQF Qualifications Pathways Policy |

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**RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER
POLICY AND PROCEDURES**

## 1    Purpose

This policy and its related procedures outlines how Credit Transfer (*'CT'*) from prior formal academic accomplishments, and Recognition of Prior Learning (*'RPL'*) from non-formal or informal learning are recognised at Richmond School of Business ( the *'School'*) in conformance with:

   a) Comply with the relevant standards of National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 ('the National Code 2018');
   b) Comply with the relevant standards of the Standards for Registered Training Organisations (RTOs) 2015.

## 2    Scope

**2.1**    The Recognition of Prior Learning and Credit Transfer Policy and Procedures applies to staff, students, employers, clients and potential students, and is used across all products on the School's current scope of registration.
**2.2**    It should be noted that the procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other policies or under statute or any other law.
**2.3**    This document should be read in conjunction with other related policies.

## 3    Policy Statement

**3.1**    In accordance with the Australian Quality Training Framework, the School recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs)
**3.2**    All students are made aware of the ability to apply for course credit via a RPL/ CT application throughout the recruitment and selection process. This is supported with information provided in the Student Handbook and the student orientation.
**3.3**    Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling.
**3.4**    Students who have completed a Nationally Recognised qualification / unit of competency that have the exact same code as a unit of competency in a qualification the student is currently enrolled in at the School will be eligible for credit transfer for the particular unit(s) of competency.

## 4    General RPL and CT Principles

The School uses an objective, non-discriminatory, transparent and systematic process to evaluate and grant recognition of prior learning and credit transfers for qualifying students. Recognition of prior learning and credit transfer processes are designed to ensure all relevant legislation and regulatory

requirements are met, records maintained, and the prospective student is well informed and receives a high level of customer service and support throughout the entire process.

General principles that underpin RPL and CT processes are;

**4.1**  The aim of granting RPL / CT is to reduce the amount of learning required to achieve a training package qualification or VET accredited course by acknowledging an individual's skills, knowledge and/or experience acquired through formal, non-formal and informal learning

**4.2**  All learners at the School are entitled to apply for RPL / CT in the course or qualification in which they are currently enrolled. It is recommended that the application for RPL / CT be made during or as soon as possible after enrolment

**4.3**  Information on RPL / CT is available to all learners and prospective learners of the School as part of the enrolment process

**4.4**  The smallest educational unit granted through RPL / CT is a unit of competency

**4.5**  The School does not issue a testamur or transcript for an identical qualification awarded by another Registered Training Organisation (RTO)

**4.6**  Eligibility for RPL / CT does not provide guaranteed entry into a course at the School

**4.7**  Assessment evidence for RPL is recorded in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015

**4.8**  Learners are provided CT for a unit/s of competency previously completed in another training package qualification or VET accredited course, provided they meet the requirements of the packaging rules of any subsequent enrolment in a course or product

**4.9**  Applicants of RPL / CT can request a review of an unsuccessful outcome of recognition of prior learning application

**4.10**  RPL or CT will apply to training package qualifications and VET accredited courses that are on the School's scope of registration.

## 5   Policy

**5.1**  The School aims to maximise the recognition of a student's prior skills and knowledge, while at the same time maintaining the integrity and standards of the defined learning and competency outcomes of the specific course of study.

**5.2**  Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge previously attained through formal training, work experience and/or life experience. Candidates may be eligible for credit into a VET qualification based on relevant prior learning and/or experience. Recognition of Prior Learning is available on application in all VET qualifications on the School's scope or registration.

**5.3**  RPL Assessment

Recognition of skills and knowledge involved in a unit of competency attained through relevant work and/or life experiences. Credit for course unit(s) may be granted where appropriate and sufficient evidence is provided to demonstrate that learning outcomes or competencies have been previously attained, and have been retained, by the candidate.

**5.4**  Credit Transfer

a)  Credit transfer means the granting of course credit by the School to candidates for unit(s) of competency completed at the same or another registered training organisation.

b)  As a Registered Training Organisation, the School accepts the credentials issued by another registered training organisation based in any State / Territory of Australia.

c)  The School undertakes to ensure that all Certificates and Statements of Attainment issued by any other registered training organisation are accepted as valid.

d) The candidate will be contacted within 21 days about the credit transfer application and informed of the outcome.

## 6    Procedure

**6.1**    Application and Assessment

Where a student makes application for Credit Transfer, the following procedure is applied:

a) Student completes Enrolment Form and a Credit Transfer Application Form
b) Student submits the application forms with the following supporting evidence:

   I. Certified or original copies of AQF qualifications and/or statements of attainment awarded

   II. Certified photographic proof of identification.

c) AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:

   I. Nationally recognised training
   II. Name of RTO issuing the AQF qualification or statement of attainment
   III. National provider number of RTO
   IV. Full surname and first name of the recipient
   V. The qualification title
   VI. Record of results identifying the units of competency attained
   VII. The issuing RTO is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package

d) The Student Support Manager will verify submitted evidence of claimed qualifications/units of competency

e) To authenticate and validate the submitted evidence of claimed qualifications/units of competency, the Student Support Manager will check http://www.training.gov.au/ website to ensure the RTO named on the claimed qualifications has the AQF qualifications and / or Statements of Attainment on its scope, if this is not the case then the Student Support Manager must follow-up with the RTO and clarify further

f) The Student Support Manager will verify authenticity, completeness and compliance with the Australian Qualifications Framework 2011 and the VET Quality Framework

g) On confirmation of authenticity and validity of AQF qualifications and / or Statements of Attainment, the Student Support Manager will pass on the Credit Transfer Application to Academic Manager / VET Coordinator for assessment and approval of academic credits

h) For evidence of claimed qualification or Units of Competency, the Academic Manager/VET Coordinator will view submitted original qualifications/transcripts. If original documents have not been provided for sighting, the Student Support Manager will start the verification process of claimed qualifications by contacting the institute where those qualifications/units of competency were completed

i) After assessment of Credit Transfer Application, the VET Coordinator will sign and return to the Student Support Officer the following documents:

    i. Signed/approved copy of the Credit Transfer Application;

    ii. Complete Individual Student Course Planner.

j) The Student Support Officer will record the approved credits in the system

k) A copy of Individual Student Course Planner will be provided to the applicant/student.

**6.2** Recognition of Prior Learning

a) All students will be given the opportunity to apply for Recognition of Prior Learning for industry skills or life skills, or where credit or credit transfer may apply. Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling

b) Students wishing to apply for RPL should speak to the Student Support Manager at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of enrolment.

c) RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

    I.    Review of Evidence including relevant Formal Qualifications.

    II.    Interviews

    III.    Confirmation of Testimonials

    IV.    Validated Workplace Logbooks

    V.    Skills/Challenge testing

    VI.    Written/Oral reviews

**6.3** The Steps to Apply for RPL

a) Student requests information on RPL at enrolment (this is included on the School's website and Student Handbook)

b) Appropriate qualification is identified at enrolment

c) Appropriate competency is identified at enrolment

d) The Student Support Manager will advise student of evidence required

e) The student will be provided access to the course guide and details of unit competency / elements / performance criteria so they can clearly identify the learning outcomes or competencies they have to apply

f) If the student believes they have the skills and knowledge to gain recognition in the learning outcomes to industry standards which will satisfy the learning outcomes, the next step is to acquire the RPL Application form

g) Student will then collect evidence to support their claim for RPL

h) Once evidence has been collected, the student must book a meeting with the Student Support Manager, at this meeting they will submit the application form and evidence for RPL assessment. This process must be completed within two weeks of enrolment

i) The RPL assessor will then analyse applicants individual experience and qualifications against appropriate learning outcomes / competency statements

j) If claim matches learning outcomes / competencies then full recognition is granted

k) If claim does not match learning outcomes / competencies then further evidence will be requested, this may also involve an interview where applicant will support his / her case. Further evidence must be supplied within two weeks from application date

l) If further evidence is not recognised or received within the additional two weeks then claim will be rejected, a letter of advice will be forwarded to applicant advising of decision either way

m) If student wishes to appeal decision he / she must inform the School in writing within 21 days of rejection letter

n) Student may appeal decision following the complaints and appeals process

o) Letter of advice of outcome will be forwarded to applicant within two weeks of final decision

p) Completed RPL Application Form with attachments will be placed on the student file and results of application

q) Details of the Application and outcome will be recorded on the RPL Assessment Register.

## 7    Appeals

**7.1**    An applicant who is dissatisfied with a decision regarding an application for RPL or CT may lodge a written appeal with the Principal of the School.

**7.2**    A student who is dissatisfied with the decision of the Principal has the right of appeal only on the grounds that this policy has not been followed.

**7.3**    An appeal will be conducted as set out in the School's Student Complaints and Appeals Policy and Procedure.

**7.4**    A decision of the Grievance Committee is final.

**7.5**    If a student is not satisfied with the outcome, an external appeal may be conducted.

## 8    Implementation

Richmond School of Business will:

a) Ensure that staff engaged in student recruitment activities are fully trained in the requirements of the ESOS Act

b) Ensure that each new staff member's personal induction plan will contain sufficient and appropriate information regarding international students and the ESOS framework for the position

c)   The School is committed to ensuring that its staff remain current with the ESOS framework including any updates, and as a result, ESOS training for existing staff will be held on a regular basis

d)   Ensure that all agents have up to date course information.

## 9   Confidentiality

**9.1**   All information relating to students regarding recognition of prior learning and credit transfer will be treated as confidential and in accordance with the School's Privacy and Data Protection Policy and Procedures.

**9.2**   The School will maintain confidentiality to ensure that:

a)   No information will be released without the agreement of the individual or group involved.

## 10   Appeals

**10.1**   If the student is not satisfied with any decision relating to recognition of prior learning and credit transfer, the student has the right to appeal the decision in accordance with the Student Complaints and Appeals Policy and Procedures. In this event, the School will maintain the student's enrolment in the course or courses in which he or she is enrolled to study until the appeals process is completed.

**10.2**   An appeal must be lodged in writing to the Principal within 10 working days from the date of the decision was taken.

**10.3**   The appeal should include the following details:

a)   the student's full name (family/surname and first name), student number and contact details,

b)   the nature of the decision or matter being appealed,

c)   the basis for the appeal,

d)   details of the specific outcome sought by the student, and

e)   copies of all relevant documents.

## 11  Further Information and Assistance

**11.1**  Students should seek clarification on any aspects of this Policy and its related Procedures prior to accepting an offer of admission made by the School.

**11.2**  Student assistance is available by contacting School Reception or Student Support.

**11.3**  Students may make an appointment with the Student Support Manager for assistance with their request relating to this Policy and its related Procedures.

**11.4**  Contact details for the School are outlined as follows:

    Phone:    +61 2 8844 1000

    Address:    Level 2,
             197 Church Street,
             PARRAMATTA NSW 2150

    Email: admin@rsb.edu.au

NOTE: For definitions and explanation of the terms used in this policy and procedures, please refer to the document titled *'Glossary of Terms.'*