

## Credit Transfer and Recognition of Prior Learning (RPL) Procedure

<b>Document Name</b>	<b>Credit Transfer and RPL Procedure</b>		
<b>Approved by</b>	<b>PEO or delegate</b>	<b>Date</b>	<b>29/05/19</b>
<b>Responsible Officer</b>	<b>Director of Studies</b>		
<b>This procedure applies to</b>	<b>ECA College and APIC Foundation</b> (RTO Code 45012; CRICOS Provider Code 02644C) <b>Australasian College of Care Leadership and Management</b> (RTO Code 40829, CRICOS Provider Code 03637E) <b>ECA Graduate Institute</b> (RTO Code 91423)		
<b>Related Documents</b>	Student Handbook RPL Kit Enrolment and Transfer to another Provider Policy Credit Transfer and RPL Policy Assessment Policy Credit Request Form		
<b>References and Legislation</b>	Standards for Registered Training Organisations (RTOs) 2015 Standard 1.12 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 2		
<b>Version</b>	<b>Change description</b>	<b>Approved</b>	<b>Effective Date</b>
<b>v19.0</b>	Updated for new logo and alignment with ECA Group.	PEO	1/06/19
<b>v19.1</b>	Review and update	PEO	13/11/19

### 1. Purpose

The ECA Group is committed to recognizing the skills, knowledge and competencies of all learners, (potential or actual) regardless of where and how these skills have been acquired. The ECA Group has in place policy and procedures to ensure fair, valid, reliable and consistent assessment of all learner's requests.

### 2. Scope

This procedure applies to learners (potential or actual) who are seeking to or are enrolled in ECA Group Learning's Programs and wish to have their prior knowledge and/or competencies assessed and recognised. This procedure has been developed and implemented to support ECA Group College's staff in reviewing and processing applications for Recognition of Prior Learning and Credit Transfer received by students. This Policy applies to all cases where a student seeks credit for previously completed and formally assessed learning, and/or recognition of current skills and knowledge relevant to the training and assessment the student is enrolled in.

### 3. Definitions

<b>Item</b>	<b>Definition</b>
<b>Recognition of Prior Learning (RPL)</b>	An assessment process that assesses the competencies of a student that may have been acquired through formal, non-formal and informal learning to

	determine the extent to which that individual meets the requirements specified in a Training Package or VET accredited course
<b>Assessment</b>	The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as specified in a Training Package or VET accredited program and is conducted in accordance with the principles of assessment and the rules of evidence.
<b>Formal Learning</b>	The learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or Statement of Attainment. Credit Transfer (CT) is one of several processes for establishing credit. It provides a means for students to gain credit in an AQF qualification based on completed components of another AQF qualification or other formal learning
<b>Non-formal Learning</b>	Refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of Attainment e.g., in house training conducted by the business
<b>Informal Learning</b>	Refers to learning that result through experience of work-related, social, family or hobby leisure activities i.e., the acquisition of interpersonal skills developed through several years as a sales representative
<b>Competency</b>	The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
<b>Credit</b>	Means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program
<b>Credit Transfer</b>	A process that provides credit for a unit of competency previously achieved
<b>AQF</b>	Means Australian Qualifications Framework which can be accessed at <a href="http://www.aqf.edu.au/">http://www.aqf.edu.au/</a>
<b>Course</b>	Means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO
<b>Current Industry Skills</b>	<p>The knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision in accordance with national Standards for RTOs to ensure that their training and assessment is based on current industry practices and meets the needs of industry.</p> <p>Current industry skills may be informed by consultation with industry and may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• having knowledge of an/or experience using the latest techniques and processes</li> <li>• possessing a high level of product knowledge</li> <li>• understanding and knowledge of legislation relevant to the industry and to employment and workplaces</li> <li>• being customer/client orientated</li> <li>• possessing formal industry and training qualifications, and</li> <li>• training content that reflects current industry practice.</li> </ul>
<b>Statement of Attainment</b>	Confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course
<b>Testamur</b>	An official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

#### **4. Procedure**

4.1. To initiate an assessment of credit a student must submit:

- a completed Course Credit Request Form (published on the RTO website),
- all relevant supporting documentation, and
- a fee specified by ECA Group (published on an ECA Group website) covering the cost of processing the application.
- Note: no fee will apply when Credit transfer is given for processing transition of superseded qualifications.
- Only Australian qualifications can be considered for Credit transfer.

4.2. To initiate an assessment of RPL, a student must submit:

- a completed Course Credit Request Form (published on the RTO website),
- a completed RPL Kit (provided to the student after the initial application for RPL is received),
- all relevant supporting documentation, and
- a fee specified by ECA Group (published on the RTO website) covering the cost of processing the application.
- Evidence presented is reviewed by the appointed assessor and the student is advised of the outcome within 14 days of the application being received by ECA Group.
- Information relating to credit transfer and RPL will be published in the student handbook and published on the website.
- Only Australian work experience can be considered for RPL applications.

4.3. If a student has not submitted sufficient evidence in their RPL kit and supporting evidence to determine if the student has the competencies for that unit of competency:

- the assessor will provide them with feedback identifying that insufficient evidence has been provided in the RPL Kit.
- The student will have 1 further opportunity to resubmit their RPL kit with further evidence supporting competency.
- The assessor will reassess the RPL kit and the student will be provided feedback of whether the RPL has met the unit of competency requirements to be granted RPL in the unit.
- If the student has not met the requirements through RPL then the assessor will advise whether the full unit of competency must be completed or if a gap assessment will be sufficient to meet competency requirements for that unit.

4.4. To gain credit for a Nationally Recognised Qualification and/or Unit of Competency by ECA Group

- a student must provide evidence that they have already achieved the learning outcomes of the unit of competency and be competent in that unit.
- The student provides evidence to ECA Group in the form of an original, or an original certified copy of the relevant Certificate of Qualification or Statement of Attainment.
- Note: where learning outcomes comprise one or more units of competency, the evidence must also cover every element in every unit. It is not sufficient to meet simply most of the elements as each element is considered a critical component of the task required. Further, the evidence must also meet the requirements of the specific performance criteria for each element and be in accordance with the listed range of variables and associated evidence statements.

#### **5. Fees associated with Credit Transfer and RPL**

5.1. ECA Group will charge fees for each unit where CT or RPL has been applied for and publishes these fees on each RTO website. The Recognition of Prior Learning total fee will be negotiated with the learner along with gap analysis and gap training.

5.2. No fee applies to Credit transfer due to transition of superseded qualifications.

#### **6. Review and Continuous Improvement**



The ECA Group is committed to ongoing monitoring and improvement of its policies and procedures, and to this end has an integrated strategy including:

- The ECA Group Management Team conducting reviews of specific elements of the Credit Transfer and RPL policy and procedures when an application raises a possible problem to be addressed that has not been factored into the existing policy and/or procedure. This will then be referred to the ECA Group General Manager, Quality Assurance updates the policy and seeks approval from the PEO.
- Staff at the College with responsibilities relating to the managing of Credit Transfer and RPL are encouraged to submit any concerns about, and suggestions for making improvements to the Credit Transfer and RPL Policy and Procedure to the appropriate Manager in the college who is responsible for ensuring that appropriate responses are reported to the ECA Group for development.
- Changes to the policy and procedure will be documented via the Continuous Improvement Plan.