Credit Transfer and Recognition of Prior Learning (RPL) Policy

Document Name	Credit Transfer and Recognition of Prior Learning (RPL) Policy		
Approved by	PEO or delegate	Date	29/05/19
Responsible Officer	Director of Studies		
This policy applies to	**ECA College** (RTO Code 45012; CRICOS Provider Code 02644C) **Australasian College of Care Leadership and Management** (RTO Code 40829, CRICOS Provider Code 03637E) **ECA Graduate Institute** (RTO Code 91423, CRICOS Provider Code 03865D)		
Related Documents	Student Handbook RPL Kit Enrolment and Transfer to another Provider Policy Credit Transfer and RPL Procedure Assessment Policy Credit Request Form		
References and Legislation	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		
Version	Change description	Approved	Effective Date
v19.0	Updated for new logo and alignment with ECA Group.	PEO	1/06/19
v19.1	Review and update	PEO	12/11/19
v21.0	Update CRICOS code	PEO	18/05/21

1. **Purpose**

   The ECA Group is committed to recognizing the skills, knowledge and competencies of all students, (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 student's requests.

2. **Scope**

   This policy applies to students (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. It applies to international and domestic student (potential or actual) who are enrolled in Education Centre of Australia Pty Ltd (ECA Group) educational institutions including ECA Graduate Institute (EGI), ECA College (ECAC) and Australasian College of Care Leadership and Management (ACCLM).

   The Policy has been developed and implemented to support and provide students and ECA Group College's staff to review and process student applications for Credit Transfer and Recognition of Prior Learning. 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

Item	Definition
Recognition of Prior Learning (RPL)	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.
Assessment	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.
Formal Learning	The learning that takes place though 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.
Non-formal Learning	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.
Informal Learning	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.
Credit	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.
Competency	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.
Credit Transfer	A process that provides credit for a unit of competency previously achieved
AQF	Means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/.
Course	Means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO.
Current Industry Skills	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. Current industry skills may be informed by consultation with industry and may include, but are not limited to: • having knowledge of an/or experience using the latest techniques and processes • possessing a high level of product knowledge • understanding and knowledge of legislation relevant to the industry and to employment and workplaces • being customer/client orientated • possessing formal industry and training qualifications, and training content that reflects current industry practice.

Statement of Attainment	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.
Testamur	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. **Policy**

The ECA Group will ensure that Recognition of Prior Learning (RPL) and Credit Transfer (CT) is offered to all applicants prior to enrolment and that the process enables a student to have their prior learning and/or competencies carefully considered. ECA Group will ensure that an individual's prior learning and/or current competencies achieved through formal (credentialed), non-formal or informal (non-credentialed) learning and/or training, work experience or other life experience is appropriate and duly recognised in the form of credit and/or exemption from units of modules within a course or program of study. ECA Group has in place procedures to ensure fair, valid, reliable and consistent assessment of all student's requests. Overall course duration will be reduced if RPL/CT is granted for units of competency.

Students can apply for credit transfer before enrolment. Students can apply for RPL during the program, but the application must be prior to the applicable unit commencing. Only Australian work experience or Australian qualifications can be considered. International students can apply for credit transfer before or after visa approvals.

Credit Transfer will be automatic and free when caused by transition of superseded qualifications.

5. **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.
- The Management Team will review and debrief after the complaint and/or appeal concludes. All information will be documented to provide ways of continuous improvement within ECA Group to prevent similar complaints and appeals from reoccurring. The ECA Group will look at additional training for staff and implement support mechanisms if required.
- The Management Team, managing a yearly review of all ECA Group's policies and procedures relating to the ESOS National Code, and an annual review of the written Policy and procedures documents, both of which may lead to modifications and improvements.
- The ECA Group Quality Assurance team monitor legislative and regulatory changes to ensure that policies and procedures are updated and fully compliant with the National Code.