

## 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</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, CRICOS Provider Code 03865D)		
<b>Related Documents</b>	Student Handbook RPL Kit Enrolment 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>
v19.0	Updated for new logo and alignment with ECA Group.	PEO	1/06/19
v20.0	Update to procedure before enrolment and approval process to align with LoO	PEO	5/03/20
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 learners, (potential or actual) regardless of where and how these skills have been acquired. The ECA Group will have in place a 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 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 and provide students and ECA Group College's staff to review and process applications for Credit Transfer received by students. This Policy applies to all cases where a student seeks credit for previously completed and formally assessed learning.

### 3. Definitions

Item	Definition
<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 results 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 Form (published on the ECA Group College website),

- all relevant supporting documentation, and
  - a fee specified by ECA Group (published on an ECA Group College website) covering the cost of processing the application,
- 4.2. Students applying for Credit Transfer must provide original transcripts and fill out a Credit Transfer Form, available from the College website, before course commencement.
- 4.3. Credit Transfer is approved or not by the College Director Studies and applicants will be notified in writing of the outcome within 20 working days of its submission.
- 4.4. If ECA Graduate Institute grants credit transfer, the College will
- 4.4.1. Provide the overseas student with a written record of the decision to grant Credit Transfer for their course; and
  - 4.4.2. Retain the written record of acceptance for a period of two years after the overseas student ceases to be an accepted student.
  - 4.4.3. If the decision is made before the student is granted a student visa, inform the student of the reduced course duration following the grant of credit and ensure the Confirmation of Enrolment (CoE) is issued only for the reduced duration of the course, or
  - 4.4.4. If course credit is granted after the overseas student's visa has been granted, report any change in PRISMS, including any change to the duration of the course.
- 4.5. To initiate an assessment of RPL, a student must submit:
- a completed Course Credit Request Form (published on the ECA 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 ECA Group website) covering the cost of processing the application, to the Senior Administration Officer (or, in place of the Senior Administration Officer, the ECA Group Director of Studies).
  - 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.
- 4.6. 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.
  - 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.
  - 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.

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

- 5.1. ECA Group will charge \$100.00 for each unit as an administration fee. Recognition of Prior Learning will be negotiated with the learner along with gap analysis and gap training.

## **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 and/or the Management Review Committee for approval.

- 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.