

Course Credits (CT) and Recognition of Prior Learning Policy and Procedures

Version 2.2



COURSE CREDIT (CT) AND RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

DETAILS AND STATUS			
Policy No/Refence	APSLEY-QA-CTRPLPP		
Policy Category	Academic (Conducting Assessments Appropriately and Effectively)		
Version	2.2		
Status	Current	Effective from	01.09.2022
Review Date	01.09.2025	Responsibility	APSLEY Academic Team
Governing Authority	The APSLEY Board of Director(s)		
References of Related Documents, Legislation, Policies and/or Procedures	<p>Standards for Registered Training Organisations (RTOs) 2015:</p> <p>Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses,</p> <p><u>In particular:</u></p> <p>Clauses 1.1 to 1.4 and 2.2 – Implementing, monitoring, and evaluating training and assessment strategies and practices, clauses 1.5 and 1.6 – Industry relevance, and clauses 1.8 to 1.11 – Assessment</p>		
Accessible from	Moodle	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
VERSION CONTROL AND SUMMARY OF CHANGES			
Version	Date	Description of Changes	
1.0	01.09.2022	Introducing the CT and RPL Policy and Procedures	
2.0	01.04.2023	Update the addresses of Apsley's new campuses	
2.1	01.10.2023	Added the new CPC qualification	
2.2	05.08.2024	Updated Footer	



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Purpose

This policy/procedure supports the Standards for RTOs 2015 Clause 1.8, 1.12, and 3.5, as well as Standard 2 of the 'National Code of Practice for Providers of Education and Training to Overseas Students 2018'. Apsley (Australian Techno Management College) has implemented a documented policy and process for assessing and recording Recognition of Prior Learning (RPL), granting and recording course credit, and documenting the results, including student verification of the outcome.

This policy ensures that students receive written verification of the outcome of their course credit applications, with records maintained in student files. Apsley also ensures that any changes to the course duration resulting from granting course credit, after a student visa is granted, are reported to the Department of Home Affairs (DHA) via the Provider Registration and International Student Management System (PRISMS).

Scope

This policy applies to all students applying to study a vocational course at Apsley.

Responsibility

The Training Manager is responsible for the implementation of this policy, ensuring that staff and students are aware of its application and that its requirements are properly implemented.

Apsley will accept and provide credit to students for units of competency and/or modules where these are evidenced by:

- AQF certification documentation issued by another RTO or AQF-authorized issuing organisation.
- Authenticated VET transcripts issued by the Registrar.

Definitions

- **Credit:** The value assigned for recognizing equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning, or advanced standing.
- **Course Credit:** Defined by the National Code 2018 as "Exemption from enrolment in a particular part of the course as a result of previous study, experience, or recognition of a competency currently held. This includes academic credit and recognition of prior learning."

- **Credit Transfer (CT):** The granting of exemption or credit by an RTO to students for units of competency completed under accredited training. Per AQF 2nd edition January 2013, CT is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in the content and learning outcomes between the matched qualifications.
- **Recognition of Prior Learning (RPL):** An assessment process that evaluates previously unrecognized skills and knowledge achieved outside the formal education and training system. RPL involves assessing an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

Apsley recognizes prior learning based on:

- Previous training, including overseas qualifications.
- Formal study and acquisition of a qualification and statements of attainment from another RTO.
- Practical experience in a work environment.
- Projects undertaken.
- Life experience.

Procedures

1. Credit Transfer

- Students are informed that credit transfer is available prior to enrolment through the student handbook/prospectus, website, and during the induction process.
- Students should apply for credit transfer by the second week of the first term of study in their enrolled course.
- Applications for credit transfer must include certified copies of all original documents, identifying the units successfully completed, including unit codes, unit names, and dates of completion. The completed "Credit Transfer Application Form" should be submitted to the Student Service Coordinator.

2. Recognition of Prior Learning (RPL)

- Students are informed that RPL is available prior to enrolment through the student handbook/prospectus, website, and during the induction process. Apsley provides a dedicated RPL kit for each qualification to assist students in the RPL process.



- RPL applications should be submitted by the second week of the first term of study. These applications must include all relevant evidence of work experience and where learning has occurred.
- The application and supporting documentation are initially received by the administration department. The documents are copied and placed in the student's file, and the originals are returned to the student after verification.
- The application is then forwarded to the Course Coordinator, who assesses the application with the help of a qualified RPL assessor.
- If additional documentation is needed, the student is notified and provided with a submission deadline.
- The student is notified of the outcome of the RPL application, with the possible outcomes being: granted, denied, or requiring further evidence.
- Applications are assessed, and outcomes provided within 14 working days of receipt or as soon as practicable. If approved, the student's records will be updated to reflect the credit or RPL granted, marked as "CT" or "RPL" in the transcript of records.

3. Recording Course Credit Changes

- If course credit is granted before the student's visa is issued, the Confirmation of Enrolment (COE) will reflect the reduced program duration.
- If course credit is granted after the visa is issued and results in a shortened program duration, Apsley will report the change to DHA.

4. RPL Policy for Overseas Qualifications

- Apsley will verify all academic qualifications and vocational competence by assessing overseas qualifications, if required.
- Overseas qualifications will be reviewed and assessed following the Australian Education International (AEI) and the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines.
- Students applying for RPL must provide verified overseas qualifications, transcripts, and detailed curricula of the units they are claiming RPL for. A suitably qualified assessor will evaluate these applications.
- Apsley will inform students of the outcome within two weeks of receiving the application.

5. Course Credits for Apsley Pathway Options

- Apsley's CPC qualifications offer pathways between qualifications, such as transferring credits for completed and identical units between related courses



(e.g., CPC30620 - Certificate III in Painting and Decorating, CPC31320 - Certificate III in Wall and Floor Tiling, CPC33020 - Certificate III in Bricklaying and Blocklaying).

- In such cases, credit transfer will be granted, and the course duration will be adjusted, with the updated duration reflected on the COE in PRISMS.

Responsibility

- Apsley recognizes qualifications, statements of results, and statements of attainment issued by any other registered provider, granting exemptions or advanced standing as appropriate.
- The Marketing team ensures that credit transfer and RPL information is provided to students prior to enrolment.
- Coordinators, trainers, and the Student Support team will assist students in completing applications and provide information on CT/RPL.
- Apsley operates with fairness and equity in implementing this policy and procedures.
- Students have access to the “Complaints and Appeals Policy and Procedure” if they wish to challenge a decision.

