

Policy 8: RPL and CT Policy and Procedure

Purpose

This policy and procedure is in place to ensure that ACU recognises the previous qualifications and experience of current and potential students. This policy also outlines the requirements and processes to apply for RPL and CT.

Scope

This policy and procedure applies to all current and potential students of ACU.

Definitions

- 1. Recognition of Prior Learning (RPL):** involves the assessment of any previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. RPL is an assessment process (as distinct from a training process) that assesses the individual's non-formal and informal learning. This assessment determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.
- 2. Formal learning:** refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
- 3. 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 (for example, in house professional development programs conducted by a business)
- 4. Informal learning:** refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
- 5. Recognition of Current Competencies (RCC):** applies if an individual has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. It is particularly relevant where there is a requirement for an occupational license or ticket in order to practice in the skill area, e.g. first aid, meat inspection.
- 6. Credit Transfer (CT):** Credit given based on documentary evidence of statement of attainment/qualifications.

Policy

1. General

- 1.1** If an applicant or current student expresses interest in RPL/RCC/CT at the time of pre-training review or during the course, ACU will engage in a discussion with the applicant prior to submission of an application and will advise them of the process.
- 1.2** All applications for RPL and CT (Form ST09 Application for RPL or CT) must be submitted at least 10 business days before the course commencement date.
- 1.3** No applications will be accepted after the commencement of the course, however if a student realises part way through the course that he/she has done the same unit in another qualification or has experience that can be considered for RPL and wishes to apply for CT or RPL must do so at least 10 business days before the commencement of the unit. For VET Student Loans (VSL) students, such application must be made before the Census date. Applications after the Census date may be accepted for CT/RPL but students will incur the debt.
- 1.4** At the discretion of the Course Coordinators, application for credit transfer for First Aid unit may be accepted through the course period.
- 1.5** If a student is granted RPL or CT for a particular unit, he/she does not need to attend the classes for those units.
- 1.6** Students must take responsibility to consult the Course Coordinator, apply for RPL/CT and follow up with their application.
- 1.7** If the outcome of the application for RPL/CT is not known by the course commencement date, the student must attend classes until they hear the outcome. If the outcome is negative, the students are expected to meet the attendance requirements for the course/unit.
- 1.8** All applications and evidence documents will be stored in the student files.

1.9 Any change to course fee or VET Student Loans (VSL) loan for eligible students will be updated and students will be communicated of the changes.

2. Recognition of Prior Learning (RPL)

2.1 Competencies for which RPL is being requested may have been developed through formal education and training or through work or life experiences.

2.2 ACU recommends that the RPL applicant has a minimum of two years industry experience relevant to the qualification/unit. For all ENN units in Nursing, you must provide evidence of undertaking 'enrolled nurse work' as an enrolled nurse or enrolled nurse student

2.3 Applicants must complete the RPL documentation (RPL Kit) along with the listed evidence documents and pay the required fee.

2.4 ACU will ensure that any applicant for Recognition of Prior Learning (RPL) is provided with information about the competencies and performance criteria relevant to their application.

2.5 Adequate information and support to enable the applicant to gather reliable evidence of competency will be provided through the application process.

2.6 Applicants will have opportunities to obtain feedback on the evidence produced prior to finalisation of the application.

2.7 All evidence produced will be assessed against the rules of evidence:

- a. **Validity:** The assessor is assured that the learner has the skills, knowledge and attributes as described in the unit of competency and associated assessment requirements.
- b. **Sufficiency:** The assessor is assured that the quality, quantity and relevance of the assessment evidence enable a judgement to be made of a learner's competency.
- c. **Authenticity:** The assessor is assured that the evidence presented for assessment is the learner's own work.
- d. **Currency:** The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

2.8 In case of unsatisfactory/inadequate evidence, the assessor may request more documents or will conduct a competency conversation within 10 business days of receiving the application and will record the information on the competency conversation tool.

2.9 Assessment outcome will be communicated and the results will be updated in the Student Management System as "RPL".

3. Credit Transfer (CT)

3.1 If a student is applying for Credit Transfer (CT), he/she must include the relevant certified copies of Statement of Attainment (SOA) or the Certificate with the application.

3.2 If it is a direct credit transfer (the unit is same as the current unit), CT will be granted with no additional actions and marked as "CT" in the Student Management System.

3.3 If it is a superseded (equivalent) unit, Assessor will review the documentary evidences against the current unit requirements e.g. performance criteria, required skills and knowledge of the requested qualification and seek further documents or clarification if required.

3.4 If it is a superseded (non-equivalent) unit, Assessor will review the documentary evidence against the current unit requirements e.g. performance criteria, required skills and knowledge of the requested qualification and may recommend the student to complete the RPL documents.

3.5 Up to fifty percent (50%) of the units of the course may be granted credit transfers. The remaining units must be studied at ACU.

4. Recognition of Current Competencies (RCC)

4.1 Students may also apply for RCC if he/she has previously successfully completed the requirements of a unit of competency.

4.2 The student may be required to be reassessed to ensure that the competence is being maintained for those qualifications/units that may require an occupational license or ticket in order to practice in the skill area.

4.3 The student will be given an additional assessment activity for a nominal cost to prove currency of competence.

4.4 The outcome will be recorded as "RCC" in Student Management System.

5. Fees and charges

5.1 ACU charges a nominal fee of \$150.00 for each RPL and RCC unit. There is no charge for CT, however if the students apply for CT or RPL after the Census date, they will incur the debt for those units.

5.2 Students may be able to enter into a payment arrangement when requested in writing.

5.3 There may be additional fees up to \$100.00 if the evidence warrants a workplace visit or re-assessment.

5.4 ACU may offer corporate discounts to those candidates seeking to do the whole course via RPL.

5.5 ACU reserves the right to change the fees for different course and in different States and Capital Territories.

5.6 Please refer to **Policy 6 Fees, Charges and Refunds Policy and Procedure** for more details on refunds and payment plans.

Procedure

Recognition of Prior Learning (RPL)

1. Applicant expresses interest in RPL at the time of pre-training review or through the web enquiry form.
2. Course Coordinator/RPL Assessor conducts a preliminary consultation session face to face or over the phone with the applicant and advises them of the process.
3. The applicant completes and submits and **ST09 Application for RPL or CT form** along with required evidence to the ACU office on their campus at least 10 business days prior to the course/unit commencement date.
4. RPL Assessor examines the evidence documents and if the applicant is able to proceed with the RPL application for the listed units/course, invites the applicant to enrol into the course and discuss the requirements of the course/unit and the timelines. If the applicant is not able to proceed with RPL application the candidate will be recommended to complete the course as normal or to another organisation.
5. After the meeting, on payment of the first instalment, the Assessor will send the following documents to the applicant
 - a. RPL candidate instruction
 - b. RPL self-assessment kit
 - c. Third party report
6. The applicant completes the RPL self-assessment kit, gathers relevant evidence documents for each unit and submits them to the RPL Assessor along with third party report 10 days prior to the commencement of the course/unit by the timeline agreed between the applicant and the assessor.
7. RPL Assessor will carefully review the responses, evidence documents and third party reports and determine the outcome of the unit.
8. The assessor will provide detailed feedback against each unit of competency. If the applicant is 'Satisfactory' the results are recorded and forwarded to the data team to input the results on Student Management System, If the applicant is 'Not Yet Satisfactory', the assessor will conduct a competency conversation/gap training to address the identified skills gap. This may include a workshop, interview or a part assessment of the unit.
9. When all requirements are met satisfactorily, the results for units/course will be updated on the Student Management System and relevant documents (statement of attainment or certificate) will be issued to the successful candidate.

Credit Transfer (CT)

1. Applicant expresses interest in CT at the time of pre-training review.
2. Course Coordinator/Compliance Manager conducts a preliminary consultation session with the applicant to advise them of the process.
3. The applicant completes and submits **ST09 Application for RPL or CT form** along with certified copies of statement of attainment or certificate to the ACU office on their campus at least 10 business days prior to the course/unit commencement date.

4. Course Coordinator/Compliance Manager reviews the application. If it is direct credit transfer, the outcome is recorded and communicated to the applicant.
5. If the applicant does not meet the CT requirements he/she will be recommended for RPL or to complete the unit/course as normal.

Version History	Detail of update
Version 1.5	Rebranded to ACU College

Process

