CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING POLICY

Purpose

The Credit Transfer and Recognition of Prior Learning Policy has been developed in line with the Australian Qualifications Framework (AQF) and the *Standards for Registered Training Organisations (RTO) 2015* to ensure students have the opportunity for the recognition of prior learning and credit transfer within the AILCs scope of registration.

Attaining a credit transfer or RPL acknowledges the skills, expertise, performance outcomes and learning achieved through formal, informal or non-formal learning pathways prior to undertaking a qualification with the AILC.

Definitions

Recognition of prior learning (RPL): RPL is an assessment process that acknowledges students informal and non-formal training such as work or life experiences. The process involves assessing the extent to which the student has achieved the appropriate learning or performance requirements for partial or total completion of a qualification.

Credit Transfer assesses a student's prior learning achieved through formal education or training processes to ascertain whether the training provides comparable outcomes to those specified in AILCs courses.

Please note: While RPL and Credit Transfer are related and can occur concurrently, they are seen as alternative (but complementary) pathways to a qualification and are defined by the way each process recognises a student's learning, which may be achieved through formal education and training (Credit Transfer) or outside the formal education and training system, through work and life experience (RPL).

Formal Learning refers to learning that has occurred through a structured program of instruction and is linked to an AQF qualification or Statement of Attainment (SOA).

Non-formal learning refers to learning that takes place through a program of instruction, but does not lead to the attainment of a formal qualification or award (for example, in-house professional development programs conducted by a business).

Informal Learning refers to learning through experience of work-related, social, family, hobby or leisure activities but does not lead to an AQF qualification or SOA.

Scope   The Credit Transfer and RPL Policy applies to enrolled students of the AILC seeking to obtain RPL or credit transfer. The policy additionally pertains to AILC staff issuing RPL or credit transfer for the AILC's students.

Policy   Granting of RPL and Credit Transfers at the AILC will be established and maintained in accordance with:

1. The Standards for Registered Training Organisations (RTO) 2015

2. The Australian Quality Training Framework (AQTF)

3. Australian Qualifications Framework (AQF) Pathways Policy

This policy is based on the following assumptions:

1. Students must apply for RPL and/or Credit Transfers

2. The AILC grants RPL and/or Credit Transfers based on an application and assessment of the required evidence

3. The AILC accepts and provides credit to students for units/modules of competency where these are evidenced by AQF certification issued by another RTO, an AQF authorised issuing organisation or authenticated VET transcripts issued by the Registrar

4. Once the RPL and/or Credit Transfer has been granted, unless compelling educational reasons are presented, it will not be rescinded.

Procedure

Where a student makes an application for national recognition the following steps are followed:

- Student completes enrolment form and requests RPL or credit transfer at the time of enrolment

- The Administration team will supply the student with the application form

- Student completes and submits the application form and RPL Evidence portfolio

- Students will need to contact the AILC to arrange payment for their application (RPL only)

- Upon receipt of the application and RPL portfolio, the Administration team will forward the application on to the assessor for review and assessment. The assessor may arrange for an interview with the student to confirm authenticity

- Applications will be assessed and completed within 21 work days from the date the application was sent to the assessor

- Students will be advised in writing by the Quality and Compliance Manger of the outcome of their RPL application

Applying for RPL and Credit Transfers

Evidence plays a crucial role in the RPL process as it provides proof that a student has the skills and knowledge contained within the units of competency for which they wish to be recognised. When selecting pieces of evidence to support an RPL application, it is important for the student to remember the assessor will follow the rules of evidence.

How to prepare an RPL Evidence Portfolio

When preparing a portfolio of evidence to support an application for RPL, students must gather evidence to substantiate the assertion that they can apply the skills, knowledge and performance criteria outlined in the units of competency within the workplace. It is highly recommended that students supply a range of different types of evidence to substantiate an RPL application. The evidence supplied to demonstrate a Candidate's skills, knowledge and abilities may cover a number of units of competency (or elements within these units).

Compiling the Portfolio

Candidates need to collect and supply evidence for each unit of competency against which recognition is being sought. Evidence must be placed behind the title page(s) for each unit of competency. Evidence should be clearly labelled and presented in a logical manner. When applying for assessment in multiple units, evidence does not need to be duplicated but must be referenced accordingly. Once the evidence has been gathered, the portfolio of evidence should be returned to the AILC for assessment.

Evidence

Evidence plays a crucial role in the RPL process as it provides proof that a Candidate has the skills and knowledge contained within the units of competency for which they wish to be recognised. The evidence will allow an assessor to determine whether to assess a Candidate as Competent or Not Yet Competent. When selecting pieces of evidence to support an RPL application, it is important for the Candidate to follow the guidelines outlined in the Rules for Supplying Evidence section of this policy as set out below.

Validity

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

Sufficiency

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

Authenticity

The assessor is assured that the evidence presented for assessment is the learner's own work.

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.

Appeals

Students have the right to appeal assessment decisions. To access the Complaints and Appeals Policy please see the AILC website for further information. Students should complete the Appeals form located on the AILC website and email the completed form to enquiries@ailc.org.au

Fees

Application for Recognition of Prior Learning (RPL) $125.00

Application for Credit Transfer $0.00

Related Documents

RPL Application form

Assessor Judgement Sheet

Review

The Credit transfer and Recognition of Prior Learning Policy and procedures will be revised and updated annually. The next review date is 1st December 2017.

Authorisation

The Credit transfer and Recognition of Prior Learning Policy and procedure has been approved by the Chief Executive Officer of the Australian Indigenous Leadership Centre.

Version	Created/reviewed	Changes	By whom
1	2014	Created	Rachelle Towart
2	20/10/2016	Updated and Formatted	Ashleigh Rhind & Katrina Prgomet
3	01/03/2017	Logo amended	Kat Prgomet