



# **Recognition of Prior Learning and Credit Transfer Policy and Procedure**

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## 1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) recognition of prior learning (RPL) and credit transfer (CT) policy and procedure. It sets out guidance to staff and learners to assist them with the application process for RPL and CT.

## 2. SCOPE

- 2.1 This document applies to all staff and learners in the College.

## 3. DEFINITIONS

- 3.1 *Credit Transfer (CT)* is a process that provides credit for a unit of competency previously achieved.
- 3.2 *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).
- 3.3 *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).
- 3.4 *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).
- 3.5 *Recognition of Prior Learning (RPL)* is an assessment process that assesses an individual's existing competency against the requirements of one or more units of competency. An individual may have previously acquired certain skills and knowledge through formal, non-formal and informal learning, and RPL is a way of recognising their existing competency so they do not have to undertake training and assessment in units (or part thereof) that they are already competent.

## 4. POLICY STATEMENT

### Recognition of Prior Learning

- 4.1 In accordance with the requirements of the VET Quality Framework, when a learner or prospective learner applies for RPL, the College will assess the individual's existing competency against the requirements of one or more units of competency as per the learner's application.
- 4.2 If a learner or prospective learner is able to demonstrate competency against the requirements of one or more units of competency as per their application, the College will award the learner the unit(s) of competency via RPL.
- 4.3 RPL should be applied for at the start of a course to make sure the appropriate adjustments can be made to the learner's study schedule.
- 4.4 If the College grants a learner RPL that reduces a learner's course length, then it will:
  - 4.4.1 inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course; and
  - 4.4.2 report any change in course duration in PRISMS if RPL is granted after the overseas student's visa is granted.
- 4.5 All learners are made aware of the ability to apply for RPL throughout the enrolment and induction process of the course.

- 4.6 Using the information contained in the relevant units of competency, the college is able to determine the extent to which an individual meets the requirements of a particular unit of competency.

### **Credit Transfer**

- 4.7 Learners are not required to repeat any unit of competency in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a learner provides suitable evidence they have successfully completed a unit of competency at any RTO, the College will provide credit transfer for that unit of competency.
- 4.8 CT should be applied for at the start of a course to make sure the appropriate adjustments can be made to the learner's study schedule.
- 4.9 If the College grants a learner CT that reduces a learner's course length, then it will:
- 4.9.1 inform the student of the reduced course duration following granting of CT and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course; and
  - 4.9.2 report any change in course duration in PRISMS if CT is granted after the overseas student's visa is granted.
- 4.10 All learners are made aware of the ability to apply for CT throughout the enrolment and induction process of the course.
- 4.11 CT can be granted for any units of competency that have been previously attained and which (a) match units of competency within a course a learner will be studying or (b) where units of competency are deemed to be equivalent as listed on the National Register.
- 4.12 The College recognises all nationally recognised qualifications and unit of competency issued by Registered Training Organisations in Australia.
- 4.13 There is no cost to learners where CT is granted for one or more units of competency.

## **5. PROCEDURE**

### **Recognition of Prior Learning**

- 5.1 Prospective learners are informed of, and provided with the opportunity to apply for, RPL during the enrolment process.
- 5.2 If a prospective learner wishes to apply for RPL, they are required to indicate this on their enrolment application form.
- 5.3 Once the College receives the enrolment application form, the learner will be provided access to the RPL Application Form and a copy of the unit(s) of competency within the qualifications they are applying for, so they can clearly see the competencies they will need to be able to demonstrate to the College.
- 5.4 If the learner believes they have the skills and knowledge to gain RPL, they must submit the completed and signed RPL Application Form together with all supporting documents.
- 5.5 The fee to assess a learner for RPL is \$350 per unit of competency, which must be provided with the completed RPL Application Form and evidence. There is no refund of the RPL fee should the learner be unable to demonstrate sufficient evidence to be granted RPL.
- 5.6 The Head of Product or delegated trainer and assessor will review the learner's RPL application and supporting evidence against the requirements of the unit(s) of competency, only if the

applicant passes the initial assessment of academic suitability. If the applicant is not successful in demonstrating academic suitability for their chosen course, the RPL application will be rejected and the fee refunded.

- 5.7 If the evidence provided is satisfactory for the units of the qualification, then the learner will be deemed competent in those units. If the learner achieves competency in all the units of the qualification, they will be awarded the qualification.
- 5.8 In the event of granting RPL, Laneway Education will give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 5.9 The learner's tuition fees will be amended accordingly to reflect the change in study load.
- 5.10 If sufficient evidence of competency *is not* demonstrated, the Head of Product will inform the learner that more evidence is required. Further evidence must be supplied within five working days from the learner being informed.
- 5.11 If no further evidence is provided within five working days, or if further evidence of competency is not sufficient, the Head of Product will inform the learner in writing stating that their application for RPL for one or more units has been unsuccessful, providing the reasons.
- 5.12 If the learner wishes to appeal the decision, they must inform the College in writing within five working days from the date of the rejection letter. The normal College appeals process will apply at no cost to the learner.
- 5.13 If the learner's appeal is successful, the learner is awarded one or more units of competency via RPL. In the event of granting RPL, Laneway Education will give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 5.14 If the learner's appeal is unsuccessful, the Head of Product will inform the learner in writing of the outcome within 10 working days. The Head of Product will also inform the learner in writing that they have the right to make an external appeal to an independent complaints and appeals body within 7 working days.
- 5.15 Copies of all associated documents and correspondence will be kept on the learner's file for two years after the overseas student ceases to be an accepted student.

### **Credit Transfer**

- 5.16 Prospective learners are informed of, and provided with the opportunity to apply for CT during the enrolment process. Additionally, learners are entitled to apply for CT for a course in which they are currently enrolled.
- 5.17 If a prospective learner wishes to apply for CT, they are required to indicate this on their enrolment form.
- 5.18 Once the College receives the enrolment form indicating the prospective learner wishes to apply for CT for one or more units of competency, the College will provide the learner a CT Application Form containing further instructions.
- 5.19 The learner must submit the completed and signed CT Application Form together with supporting evidence - certified copies of certificates (testamurs), records of results or statements of attainment issued by another RTO.
- 5.20 Certification documentation issued by another RTO will be accepted and recognised by Laneway Education. However, the Head of Product will verify the document(s) with the issuing RTO.

- 5.21 Once the veracity of the documents is confirmed, the Head of Product will arrange for the learner to be awarded one or more units of competency via CT.
- 5.22 In the event of granting CT, Laneway Education will give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 5.23 The learner's tuition fees will be amended accordingly to reflect the change in study load.
- 5.24 CT will not be granted for units of competence that are not included in the College scope of registration.
- 5.25 CT will only be awarded for whole units of competence.
- 5.26 Learners are not permitted to enrol in entire qualifications via CT only.
- 5.27 Copies of all associated documents and correspondence will be kept on the learner's file for two years after the overseas student ceases to be an accepted student.

## 6. RESPONSIBILITIES

- 6.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation

|   | CEO | Head of Growth | Head of Product | Administration and Enrolment Coordinator | Administration and Enrolment Team Members | Trainers and Assessors | Student Experience Team Members | Growth Team Members | Head of Compliance |
|---|-----|----------------|-----------------|--|---|------------------------|---------------------------------|---------------------|--------------------|
| R |     |                | X               |  |   |                        |                                 |                     |                    |
| A | X   |                |                 |  |   |                        |                                 |                     |                    |
| S |     |                |                 | X  | X   |                        |                                 |                     |                    |
| C |     | X              |                 |  |   |                        |                                 |                     | X                  |
| I |     |                |                 |  |   | X                      | X                               | X                   |                    |

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

|                                     |                    |
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| Revision History |         |   |              |
|------------------|---------|---|--------------|
| Date             | Version | Description of Modifications  | Approved By  |
| 12/06/2017       | 1.0     | Original  | Dan Wortley  |
| 14/06/2017       | 1.1     | Document style and content edits  | Dan Wortley  |
| 10/08/2017       | 1.2     | Document style and content edits  | Dan Wortley  |
| 04/10/2017       | 1.3     | Minor content edits   | Dan Wortley  |
| 25/10/2017       | 1.4     | Changes to the procedure in both RPL and CT processes   | Dan Wortley  |
| 27/02/2019       | 2.0     | Change to company name. Clarification of issuing written records of RPL/CT being granted, required actions if course length is subsequently shortened and that records will be kept for two years after the overseas students ceases to be an accepted student. | Dan Wortley  |
| 04/06/2019       | 2.1     | Minor document format and content edits   | Stuart Hicks |
| 06/09/2019       | 2.2     | Learners have 7 days, reduced from 10 days, to commence external appeals process.   | Dan Wortley  |