

Recognition of Prior Learning and Credit Transfer Policy and Procedure

VSA accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

Definitions

Course credit means exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual 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 the training package or VET accredited courses.

- a) 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);
- b) 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); and
- c) 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).

1. Procedure - Communication to students

Students can apply for:

- a. **Credit transfer** – recognizing the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and successfully completed. The qualifications and Statements of Attainment issued by any other Registered Training Organization must be recognized by VSA. Recognition means that learners will be granted exemptions or advanced standing in a course as a consequence of having completed a unit(s) of competency with another Registered Training Organization. For example, if the student has already completed the same Unit of Competency, the student is not required to complete the unit of competency again.
- b. **Recognition of Prior Learning** – Documentation of prior learning is the most common form of evidence, however there are also other forms of evidence including: third party observations, self-assessment reviews, verbal questioning, phone interviews and real work samples such as logbooks, lesson plans, meeting minutes etc.

It is up to the learner to compile the evidence, in consultation with a trainer once they have enrolled.

Students are informed about RPL and credit transfer options pre-enrolment through:

- Marketing material
- Student handbook
- Enrolment form
- Letter of Offer and Course Acceptance Agreement) and
- Orientation

Applications for credit transfer should be made as part of the enrolment process and no later than 14 days of the commencement of a course as credit transfer may impact the student's timetable, course duration and student visa duration.

Students seeking credit transfer should advise the enrolment officer as soon as possible. Students will need to apply for credit transfer and this is located on the VSA website. Course credit gained through RPL or credit transfer, may result in a reduced course duration and in this instance, a confirmation of enrolment (COE) is issued only for the reduced duration of the course.

Some courses may require students to hold existing Units of Competency and this will be clearly communicated in marketing information to the student and assessed through the enrolment process.

Students will be provided with a written response to all Credit Transfer and Recognition of Prior Learning requests and outcomes within 14 days. Students are required to sign their acceptance of the outcome.

2. Procedure – Student process to request Credit Transfer

- a. Credit transfer requests should be made prior to enrolment.
- b. Students are asked if they would like to apply for credit transfer on their enrolment form. Applications for credit transfer should be made as part of the enrolment process and no later than 14 days of the commencement of a course as credit transfer may impact the students timetable and visa duration. Students seeking course credit should advise the enrolment officer as soon as possible. Student to complete **Credit Transfer form** and identify the units of Competency Code and title that they would like to use credit transfer towards their enrolment.
- c. Student to include evidence such as Statement of Attainment and highlight Units of Competency that they would like credit towards. Other relevant information and documentary evidence should be included with the application such as:
 - Full documentation of studies completed;
 - Official details of the grading system;
 - An indication of the subjects you are enrolled in but have not yet completed; and
 - The course syllabus including subject details.
- d. If possible, the student should show VSA the original copy of their qualification/Statement of Attainment. VSA will need to authenticate the evidence

provided and students must give permission for VSA to access their USI record or contact the issuing Registered Training Organization.

- e. All information is provided to the Academic Support Officer. Students may provide this to the Admin Officer who will forward to the Academic Support Officer.

3. Procedure – Student process to apply for Recognition of Prior Learning

- a. Students are always encouraged to have a free consultation about the recognition of prior learning process and types of evidence that is required, prior to submitting a formal application. This will help the student understand qualification/unit requirements; RPL process including complaints and appeals; types of evidence that needs to be demonstrated; rules of evidence (validity, sufficiency, authenticity, currency) and what happens if there is a gap in evidence.
- b. Student to complete **Recognition of Prior Learning form** and submit to the Academic Support Officer for initial assessment.
- c. The Academic Support Officer, in conjunction with the Assessor, makes an assessment about the student's suitability to undertake RPL and communicates with the student.
- d. The student completes assessment only pathway. If available, students will be provided with an RPL kit and collects evidence.
- e. Once the Assessor has approved that the student has demonstrated competence through the RPL process, the Academic Support Officer will follow the approval/rejection process (Step 6).

4. VSAs requirement to authenticate evidence provided by students

- a. The Academic Support Officer checks the authentication of the information provided by:
 - Checking the USI register www.usi.gov.au Note: ensure that the student has given permission for VSA to access their USI record. Attach USI record to the credit transfer form. If the record is not on USI register, VSA will e-mail the issuing RTO to authentic the evidence provided. Attach the email response to the credit transfer form.
- b. Verified copies of qualifications, Statement of Attainment and Credit Transfer Requests forms used as the basis for granting credit transfer is filed in the student file.

5. VSA check of the requirements of the course

- a. Process the form and check equivalence between unit codes in the training package. If the code is different but equivalent attach the print out from training.gov.au and attach to Credit Transfer form.
If the unit is not equivalent, the student may need to do gap training, gap assessment or enroll in the unit if there are significant differences. For non-equivalent units, the Academic Support Officer may already have determined transition arrangements for superseded units. This may be documented in the internal transition spreadsheet.

6. VSA Approval / Rejection

Notify the student in writing of the credit transfer decision and the impact that this will have. If possible, meet with the student in person to explain the reason and impact. Ask the student sign Part 2 – Student Acceptance of Outcome. Provide the student with a copy

of the form for their own records. If the student is not available face-to-face, this process can be managed through telephone conversation and documentation is forwarded via emails.

Credit resulting in shortening of the student's course

If VSA grants course credit which leads to a shortening of the student's course, VSA will:

- if the course credit is granted before the learner visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that learner for that course, or
- if the course credit is granted after the learner visa grant, report the change of course duration via PRISMS.

The Academic Support Officer is responsible for ensuring that credit transfers are processed by:

- Updating Student Management System
- Ensuring that the student is given a written record of the decision of credit transfer
- Ensuring the student is provided with updated COEs and outcome records.

Outcome

The completed RPL/Credit Transfer form including the Acceptance of the decision must be signed by the learner, and Academic Support Officer stored in the learner file.

Students are fully informed about the impact of course credit and their course duration.

Complaints and Appeals Process

Students can access the complaints and appeals process (refer to Complaints and Appeals Policy and procedure).

Records Management

The Managing Director is responsible for records management.

VSA will provide the student with a written record of the decision to accept.

All requests for credit transfer/RPL and acceptance will be retained for two years after the overseas student ceases to be an accepted student.

Responsible Officer

The responsible officer for the implementation and training for this policy is the Managing Director of VSA.