

	Title: Credit Transfer and Recognised Prior Learning (RPL) Policy	
	Version: V2.00	Date: 30/3/2016
	Policy Area: Student	Next Review: 01/07/2017
	Approval: Academic Board	Signature: <i>TRILAW HARA</i>

Rationale

When Learners apply to study or train at Vose, they may be eligible to receive credit or recognition of prior learning for previous study and/or work experience. Depending on the credit that is awarded, Learners may be able to complete their chosen course in less time, and at a lesser cost.

Definitions

"AQF" – Australian Qualifications Framework

"Block credit" – is credit granted towards whole stages or components of a qualification. It refers to both cross credit and/or exemptions. Block credit means the individual is not required to undertake a block of qualification components such as a block of units, subjects, modules or a time period of learning such as a semester or a whole year or more of the qualification.

"Credit Transfer" – a process that provides Learners with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

"COE" – Confirmation of Enrolment

"DIBP" – Department of Immigration and Border Protection

"DTWD" – Department of Training and Workforce Development

"Formal Learning" – learning that takes place through a structured program of learning and assessment that leads to a full or partial attainment of a recognized AQF qualification or other formally approved qualification.

"Informal Learning" – learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support.

"Non-formal learning" – learning that takes place through a structured program of learning but does not lead to a formally recognised qualification.

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“PRISMS” - Provider Registration and International Student Management System

“Recognised Prior Learning (RPL)” – an assessment process that involves assessment of the individual’s prior learning to determine the credit outcomes of an individual application for credit.

“Registered Training Organisation” (RTO) – a training organisation that is recognised by the relevant Training Authorities to train and assess.

“TAFE” – Technical and Further Education

Credit Transfer and RPL for ACT Courses

For ACT credit transfer and RPL refer to the ACT [Credit Transfer and Recognised Prior Learning Policy](#).

Credit Transfer and RPL for VET Courses

Recognition of Prior Learning is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. - *National Quality Council Training Package glossary*

Principles

- 1.1. In Vose Seminary courses, prior learning is recognised and/or credit may be granted for learning which has occurred in a formal, informal or non-formal manner.
- 1.2. Block credit may be given when a qualification held by the candidate meets the requirements for continuance to a qualification at a higher level. For example a Certificate IV in Ministry from another provider may serve as a block of credit towards an ACT Undergraduate award
- 1.3. Transfer of credit between Vose Seminary courses will occur where nationally recognised Units of Competence or Enterprise Units relevant to the award being sought has been attained.
- 1.4. Units of competence for which RPL or transfer of credit is granted are to be appropriately designated on the Learner’s academic transcript as credit transferred from a nationally recognised qualification or granted on the basis of RPL.
- 1.5. Where RPL is granted from a non-Vose Seminary source towards one or more units of competency, sufficient evidence, including the relevant mapping tool must be retained in the Learner records.
- 1.6. The extent to which RPL may be granted in a Vose qualification is not limited except by demonstration of competence.
- 1.7. Applications for RPL should be submitted before the Learner enrolls in a Vose Seminary course, and will not normally be considered once the Learner has commenced study. Special consideration will be required from Vose Seminary for any application for RPL once the unit of competence has commenced.

Credit Transfer

- 2.1 Learners seeking to apply for Credit Transfer must produce a certified copy of the relevant Academic Transcript demonstrating the units for which they are seeking credit.
- 2.2 Where the Learner provides a statement of attainment or qualification from an RTO with applicable unit/s to the qualification being applied for, Vose Seminary will provide a credit to the Learner’s course enrolment for the applicable unit/s of competency

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- 2.3 Credit transfer applications of National Recognised Training will be reviewed and applied by the Vose Seminary at no cost to the Learner.
- 2.4 Non-AQF Course credit transfer requests will be reviewed by Vose Seminary as an RPL application, and attract an RPL application fee.

Recognised Prior Learning

- 3.1 Competencies from previously completed units or courses which are not from a Nationally Recognised Training Package must be comprehensively mapped against the relevant units of competence.

How RPL is assessed

- 4.1 The key distinguishing characteristic is that it is the individual who is assessed for RPL, as opposed to the previous course or unit(s) of study in the case of credit transfer.
- 4.2 In order to recognise prior learning it is necessary to compare the informal or non-formal learning the individual has achieved against the relevant unit of competence. This comparison includes learning outcomes, required skills and knowledge and their application within the range specified for that unit of competence, The RPL process is to determine if the prior learning fulfils all, some or any of them.
- 4.3 The processes used to assess RPL applications may take several forms, for example:
 - Participation in exactly the same or modified versions of the assessment the Learner would be required to complete as part of the full course;
 - Assessment based on a portfolio of evidence;
 - Direct observation of demonstration of skill or competence;
 - Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;
 - Provision of examples of the Learner's work drawn from the workplace, social, community or other setting in which the Learner applied their learning, skill or competence;
 - Testimonials of learning, skill or competence;
 - Combinations of any of the above.
- 4.4 The assessment of prior learning for recognition in an award should consider prior learning regardless of how, when and where it was acquired, provided that the learning is current and relevant to the learning or competency outcomes in a subject, unit, module, course or qualification.
- 4.5 The full records used for each candidate must be mapped, stored and moderated according to the Moderation Policy and process.

Applications for Granting of Credit

5.1 Credit Transfer

Any Learner wishing to apply for assessment for the granting of credit transfer on the basis of formal learning should provide:

- Certified copies of academic transcript(s) of the course(s) for which credit transfer is sought.

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Where a unit has been superseded or no longer on the national register it may be necessary to provide:

- Documentation stating the objectives, learning outcomes and content of the units in the course, especially for superseded units
- For each unit successfully completed, details of any formal assessment of learning undertaken and, if relevant, grades obtained;
- Details of the contact hours of the units in the course

5.2 *Applying for RPL*

Any Learner wishing to apply for RPL should prepare a RPL application, which details their previous work experience, education and training details, and other interests and skills. RPL application are available upon request.

The RPL application should contain a variety of supporting documents

Relating to non-formal learning, and any formal learning not otherwise covered in credit transfer:

- Certified copies of statement(s) of satisfactory completion of a course or units in a course offered by a professional body or enterprise, private educational institution, or by any other provider recognised by a university;
- Documentation stating the objectives, learning outcomes and content of the units in the course;
- For each unit successfully completed, details of any formal assessment of learning undertaken and, if relevant, grades obtained;
- Details of the contact hours of the units in a course

Relating to informal learning:

- Details of prior learning experience(s) to support the claim for credit in units of the proposed Vose courses;
- A detailed curriculum vitae;
- Letters of support from appropriate persons/organisations who can verify these details.

The application should comprehensively map the link between the Learner's experiences and the learning outcomes and performance criteria of the unit(s) in which the Learner is seeking RPL.

Learners may be required to undertake gap training in the form of test or assessment to demonstrate that they have achieved the learning outcomes stated.

5.3 *Overseas Applicants*

Overseas applicants for admission to a Vose course, who wish to be considered for credit transfer or RPL, should lodge full documentation as above when they lodge their application for admission. Where documents are in a language other than English, certified English copies must be supplied.

Recording of decisions to grant credit and RPL

6.1 Learners who are granted RPL will be informed in writing of the approval, and a copy of the letter will be placed in their file. The units of competence given are also recorded on the Learner's electronic record in the system database. All assessment records which demonstrate valid and sufficient evidence must be retained in the Learner's file record.

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- 6.2 With regard to overseas Learners, if credit or granted RPL shortens the Learner's course, this must be reflected in the offer letter (as this is the contract with the Learner) and will be indicated on the CoE issued for that Learner to commence the course and reported on PRISMS. Such Learners are reminded that a successful Credit or RPL application can affect their visa status and should they have any further queries in this regard, they are to contact the DIBP.
- 6.3 Where credit is granted to an international Learner during their course of study, and their period of study is shortened, Vose will inform the Department of Education and DIBP through the use of PRISMS.
- 6.4 All Overseas Learners will be asked to confirm their understanding and provide their approval for the implementation of the outcome of their application for credit or RPL.
- 6.5 Learners who have their applications rejected will also be informed in writing and decisions will be recorded in this regard. Reasons for the refusal will be outlined for the Learner.
- 6.6 The Seminary may collate and review RPL decisions, establishing precedent registers for formal learning not elsewhere covered by credit transfer or articulation agreements, and for non-formal learning that may have broader application than for a single person.

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Appendix: Document History and Version Control Record

Document Title: Credit Transfer and Recognised Prior Learning (RPL) Policy

Original Source Documents: ACT Credit Transfer and Recognised Prior Learning Policy;
AQF National Policy Guidelines on Credit Arrangement, Final Draft, May 2009
Charles Stuart University website <http://www.csu.edu.au/apply/credit>

Associated Internal Documents: Moderation Policy

Associated External Documents: Recognition of Prior Learning: An assessment resource for VET practitioners - 5th Edition (2013)
ACT Credit Transfer and Recognised Prior Learning Policy

Authorised Officer: Compliance Officer

Approved by: Academic Board

Date of Approval: 30 March 2016

Assigned Review Period: As per the review schedule

Date of Next Review: 1 April 2017

Version Number	Version Date	Authorised Officer	Amendment Details
D0.01	27/3/2013		Credit Transfer and Recognised Prior Learning Policy (VET) drafted
D0.02	9/9/2013	JV	Document modified to reflect current history and version controls
V1.00	1/7/2014	B Smith	Policy amended to include further information around
D2.00	3/2/2016	D Bonallack	Changes made to VET Credit Transfer to increase fees transparency

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