

S8 RPL & Credit Transfer Procedures

Procedures for recognising prior learning by applicants attending or wishing to attend nationally accredited programs

This procedure complies with Standards:

- S8.2 The RTO must inform all applicants on enrolment and that it has an RPL process that is structured to minimise time and cost to applicants and provides adequate information and support to enable applicants to gather evidence to support their claim for recognition of competencies currently held.
- S5 Recognition of qualifications issued by other RTO's.

Procedures

These procedures are guided by the Australian College of Kahuna Sciences' mutual recognition obligations.

The RPL application

- Inform applicants of RPL process through Code of Practice prior to enrolment
- Provide applicant with *S8.F4 RPL information sheet* upon request.
- Provide applicant with an *S8.F5 RPL application form* upon request.
- Advise applicant to complete the form as fully as possible
- Offer applicant assistance with filling out the form
- Receive completed *S8.F5 RPL application form*
- Record details of completed *S8.F5 RPL application form* including date received

The preparation

- Nominate assessor to conduct RPL assessment
- Discuss with applicant evidence required to demonstrate competence against the specified learning outcomes and/or elements of competency
- Provide adequate information and support to enable applicant to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.
- Advise applicant of costs related to RPL (*60% of unit cost*)
- Arrange date, time and location for RPL interview
- Advise applicant to bring to the interview sufficient evidence to support their application (*This can include documentation on formal training, work experience and life experience.*)

The interview

- Provide RPL assessor with *S8.F6 RPL interview schedule/RPL assessment record*
- Provide a supportive environment for applicant to present their case
- Examine documented evidence against the specified learning outcomes and/or elements of competency
- Ask questions to identify prior learning experience against the specified learning outcomes and/or elements of competency

- Record details of evidence provided by applicant on *S8.F6 RPL interview schedule and RPL assessment record*

The decision

- Decide whether the evidence provided is sufficient to demonstrate competence against the specified learning outcomes and/or elements of competency
- Advise applicant of RPL assessment decision
- Inform applicant as follows:
 - successful applicants are exempt from assessment against the specified learning outcomes and/or elements of competency
 - unsuccessful applicants are required to undergo assessment against the specified learning outcomes and/or elements of competency
- Confirm in writing RPL assessment decision
- Refer any appeal to *S1 Complaints, grievances and appeals procedure*

Record of RPL assessment outcomes

- Obtain copies of applicants documented evidence and file with *S8.F5 RPL application form* and *S8.F6 RPL interview schedule and RPL assessment record* in client's personal file
- Record results against each learning outcome in *S4.F1 Client Assessment record* and file in client's personal file
- Return original copies of documented evidence to individual applicant

RPL for Overseas Clients

If overseas clients apply for RPL, remind them that it is a condition of their visa that they be enrolled in full time study and that if they finish their course early they must either enrol in another CRICOS registered course or depart Australia immediately unless they have been given authorisation by DIMA to remain in Australia.

If an overseas client is granted RPL which leads to a reduction of hours for that client, then one of the following actions must be taken:

- If the RPL is granted *before* a visa is issued, indicate the actual course hours as reduced by RPL in the eCoE issued for that student for the course
- If the RPL is granted *after* a visa is issued, report the change of course hours via PRISMS as required under S.19 ESOS Act 2000

Even if RPL is granted and results in a reduced study load (i.e. contact hours per week), ensure that overseas client still undertake full time study as defined in the National Code, paras 13.1 & 13.2.

Policies influencing this procedure:

S8.19 RPL and Credit Transfer Policy

S8.18 Assessment Policy

S9.20 Service Delivery Policy

S6.15 Client Services Policy

Code of Practice

Other procedures relating to this procedure:

S1 Complaints and Appeals procedure

S8 Assessment procedures

S10 Issuance of Qualifications procedures

Review Date

This procedure should be periodically reviewed and revised. Revisions should be made as and when required. The period between reviews must not exceed 3 yrs. The date for review of this procedure is on or before May 2008

Authorised By

Signature:

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Position: **Chief Executive Officer, Australian College of Kahuna Sciences**
Date: