

Higher Education RPL and Credit Policy and Procedure

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Implementation Owner:

Academic Directors, Academic Managers, Course
Coordinators, Student Services Managers, Operations
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Maintenance Owner:

Executive General Manager, Group Quality, Accreditation
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Section 1 – Introduction

1. Purpose

This Policy is to provide AIT students and staff with the framework for applying for and assessing applications for Credit in AIT courses.

Qualifications and experience can be assessed for Recognise Prior Learning (RPL), and VET Statements of Attainments issued by a Registered Training Organisations, as well as other evidence, may be recognised for RPL by AIT.

2. Scope

This policy applies to:

- i) All students (domestic and international) of AIT;
- ii) All staff of AIT including employees and contractors;
- iii) All courses delivered by AIT including those delivered on its behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the AIT policy will apply.

Academy of Interactive Technology Pty Ltd (also trading as Coder Academy and Work Ready Education) RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J

3. Definitions

Word/Term	Definition
Credit	<p>'Credit' is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study. Credit is obtained on the basis of evidence that the student has already undertaken learning that is deemed to be equivalent to the parts of the course of study for which credit has been granted. Credit is interpreted broadly to include:</p> <ul style="list-style-type: none"> • specified and unspecified credit • exemptions • advanced standing • credit transfers • opportunities for substitute learning • other similar outcomes.
Recognition of Prior Learning (RPL)	<p>RPL is the process whereby students are assessed on evidence of previous learning, employment, industry activities and talents against the Learning Outcomes of the unit applied for.</p> <p>RPL is an assessment-only process, determining the competence of an individual acquired through formal, non-formal and informal learning, to determine if they meet the requirements for a unit of study.</p>

	<p>This may include:</p> <ul style="list-style-type: none">• Formal learning – learning through a structured program and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma, or university degree).• Non-formal learning - learning through a structured program which does not lead to the attainment of an AQF qualification or statement of attainment (for example, inhouse professional development programs); and• Informal learning - learning 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).
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Section 2 – Policy

RPL - the process whereby students are assessed on evidence of previous learning, employment, industry activities and talents. The evidence must be authenticated (Position Descriptions, references, awards) and then mapped against subjects within the students chosen course of study. Where there is sufficient verifiable evidence that the student has comfortably attained all the unit's learning outcomes, they may be granted RPL for this subject. A non-refundable RPL application fee is charged at the time of submission. When RPL is recognised, a portion of the tuition fee will be charged. Please see the course Schedule of Fees for more information.

AIT ensures that participant information and relevant marketing material contains advice that each education provider will review AQF qualifications and statements of attainment issued by other registered training organisations when offered by students seeking RPL.

Participants seeking recognition for AQF qualifications and/or statements of attainment awarded by another recognised training organisation must present the original documents for sighting or a certified copy of original documents. Verified copies are to be kept on the individual participant's file. If a student is currently completing a qualification, when completion is expected is to be provided.

If a student withdraws from a course and later returns to the same course, the previously agreed RPL credits will be automatically applied.

Publication

This procedure is published on each AIT website and Learning Management System portal to ensure students have up-to-date and accurate information publicly available to them.

Section 3 – Procedure

1. RPL

Step 1: Student self assessment:

The student should discuss RPL opportunities BEFORE they commence their studies as it may mean that they are not required to attend the training sessions and will not have to complete the unit assessments.

If applying online, students can tick the box on the Application form indicating they are seeking to pursue RPL.

In order to apply for recognition of prior learning, there must be evidence provided that addresses and meet the requirements for the subject being applied for. The evidence may take a variety of forms; it may include but is not limited to:

- Results of any assessments
- Details of in-house courses, training programs, orientation, induction
- References/testimonials/Statements of Service/letters of support from current and/or past employers (must be on official company letterhead and provide current contact details of the employer)
- Workplace documents, licenses
- Resume, position description or job description
- Membership of relevant professional associations
- Portfolio of work
- Diaries/task sheets
- Emails/letters
- Copies of presentations
- Photographs, videos
- Certified copy of any transcript/s from the issuing RTO within five years from the Completion Date of the unit. Applicants are required to authorise release of information, which allows the Student Services staff to verify the qualification and/or statement/s of attainment.

An AIT teacher/trainer will review and confirm whether the completed unit is eligible for Credit in the course the student is seeking to be enrolled.

Step 2: RPL Interview will be arranged

The RPL interview provides the opportunity for the candidate and the assessor to have a professional conversation about the candidate's required knowledge and skills and review the evidence presented. The topics of discussion are drawn and assessed from the unit(s) of competence required skills and knowledge.

The interview is documented for evidence of required skills and knowledge. If the interview demonstrates the candidate's verbal knowledge is sufficient, the next step is to observe and assess the candidate's performance in practice.

Step 3: Demonstration Assessment

Practical tasks provide the opportunity for the candidate to demonstrate the application of skills and knowledge of a unit of competence or full qualification. A range of evidence will

be used to assess practical skills and knowledge to meet the evidence required to demonstrate relevant skills and knowledge matching the Learning Outcomes of the subject.

Step 4: Third Party Report

Students may be required to obtain Third Party Reports as supplementary evidence to authenticate evidence provided. This must be from persons who have directly observed the student demonstrate the skills and knowledge identified.

Notification of outcome

After the assessment, the assessor will provide information about the student's skills and knowledge that have been recognised and whether the student has gained RPL. If the student has any skill gaps, the assessor will discuss with the student and address the training options to complete their qualification. To be able to grant RPL, the assessor must be confident that the applicant currently has the skills and knowledge and they must ensure that submitted evidence meets the Rules of Evidence.

Rules of Evidence

Validity

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or subject 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 skills and knowledge.

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 currency. This requires the assessment evidence to be from the present or the very recent past.

2. Appeals

If an applicant is not satisfied with the RPL appraisal decision, an appeal can be made against the decision, with the appeal to be lodged within 20 working days of the date of the decision notification. Please refer to the AIT Grievances, Complaints and Appeals Policy.

Section 4 – Reference and Supporting Information

Supporting Documentation

Document name	Document type	Location
RPL Application Form	Form	Internal
Student Handbook	Handbook	External website
TEQSA Guidance note: Credit and recognition of prior learning Version 1.1	Guidance note	External

Section 5 – Change History

Change History

Version	Approval date	Approved by	Change
Version 1.0	03/03/2017	GM	New policy and procedure
	06/03/2018	Compliance Manager	Review/approval by new Compliance Manager
Version 1.1	24.03.2020	Group Quality, Accreditation & Compliance Manager	Review and update to new format
Version 1.2	13.11.2020	Group Quality, Accreditation & Compliance Manager	Review
Version 1.3	14.04.2022	Executive General Manager - Group Quality, Accreditation & Compliance	Clarification of RPL and addition of definitions.
Version 1.4	30 July 2022	Executive General Manager - Group Quality, Accreditation & Compliance	Additional definitions and updated group template; Clarification of RPL procedure; Clarification of the RPL application fee and partial tuition fee if granted.
Version 2.0	16 March 2023	Executive General Manager - Group Quality, Accreditation & Compliance	Update of AIT name and template