

VET Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedure

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Implementation: Academic Managers
Maintenance Owner: Executive General Manager, Group Quality, Accreditation & Compliance

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Section 1 – Introduction

1. PURPOSE

Qualifications and experience can be assessed to Recognise Prior Learning (RPL), and VET Statements of Attainments issued by another Registered Training Organisations will be recognised for Credit Transfer.

2. SCOPE

This policy is 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 their 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 Transfer	Students who have evidence of previously having completed studies in the same or an overlapping area can apply for credit to reduce the subjects needed to complete the course. Certified copies of a Transcript or Statement of Attainment (less than five-years-old) from recognised tertiary institutions, is relevant evidence. AIT must contact the issuing training organisation to verify the evidence.
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). (This does not include direct credit transfer where the learner has completed the exact unit of competency (code and title) with another RTO – see Credit Transfer)

	<ul style="list-style-type: none">• 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

AIT ensures that participant information and relevant marketing material contains advice that each education provider will recognise AQF qualifications and statements of attainment issued by other registered training organisations.

Credit Transfer - Participants seeking mutual 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 credits will be automatically applied.

AIT ensures that its Education and Student Services teams are provided with guidelines and professional development in relation to credit transfer.

Credit Transfer is offered at no cost. The exception is where Credit Transfer is applied for a full qualification, in which case an administration fee of \$350.00 applies, which covers the cost of issuance of AQF documentation.

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.

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. CREDIT TRANSFER

In order to apply for credit transfer, the student should complete the following steps:

- 1.1. Complete the 'Credit Transfer Form'.
- 1.2. Attach a certified copy of the transcript from the issuing RTO and highlight the units you wish to have applied to your current enrolment.
- 1.3. Submit completed 'Credit Transfer Form' and transcript(s) to AIT within five years from the Census Date of the subject/s sought for Credit.
- 1.4. The AIT, in consultation with a qualified teacher/trainer, will review and confirm whether the student is eligible for Credit Transfer within five (5) working days providing all necessary documents have been submitted. A longer period may be required where full assessment is required, particularly at peak enrolment times. If the student is eligible, the result will be applied to the unit within the Student Management System.
- 1.5. The Student Services staff will advise the student in writing of the outcome of the credit transfer application:
 - 1.5.1. Student is eligible for credit transfer and the result has been entered into the Student Management System, or
 - 1.5.2. Student is not eligible for credit transfer and the reason why.

In processing the Credit Transfer and RPL request forms, Student Services staff will complete the following steps:

- Applicants are required to authorise release of information, which allows the Student Services staff to verify the qualification and/or statement of attainment.
- The trainer/assessor is to validate the AQF qualification and/or statement of attainment presented for mutual recognition by contacting the issuing authority.
- Overseas and domestic academic qualifications presented for an application for course credit will be authenticated by:
 - original documents (i.e. award and transcript of results) being provided by the candidate to the authorised by an AIT representative; or
 - copies of the original documents (i.e. award and transcript of results) being provided by the candidate which have been notarised by a Justice of the Peace or equivalent authority.
- Verified AQF qualifications and statements of attainment are to be fully recognised and appropriately recorded on the participant's file.
- AQF qualifications and statements of attainment unable to be verified will not be recognised and the participant asked to provide further verifiable evidence if possible.
- Non-verified claims for mutual recognition are to be recorded on the individual participant's file, together with details of any requests for further information and/or counselling undertaken.

2. 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 unit 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

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 competency.

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 is currently competent against all elements of competency within the/each unit and 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 unit of competency 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 competency.

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

3. Appeals

If an applicant is not satisfied with the RPL/Credit Transfer decision, he/she may appeal against the decision, with the appeal to be lodged within 20 working days of the date of the decision. Please refer to the Grievances, Complaints and Appeals Policy.

Section 4 – Reference and Supporting Information

Document name	Document type	Location
Credit Transfer Form	Form	Internal
Student Handbook	Handbook	External website
ASQA Standards for RTO's 2015 (Revised 2017)	Regulatory Standards	External

Section 5 – 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 2.0	30 August 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 2.1	16 March 2023	Executive General Manager - Group Quality, Accreditation & Compliance	AIT name and template