



Recognition of Prior Learning and Credit Transfer Policy & Procedure

HIC Policy Number
STUD019

CRICOS Number 02790D
Provider Number 21838

Hays International College

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1. Purpose of policy

The purpose of this policy is to ensure that Hays International College (HIC) complies with the requirements of Standards for Registered Training Organisations 2015, Standard 3. This policy and its procedures outlines the process for Recognition of Prior Learning & Credit transfer and helps in assessing the amount of training HIC will provide keeping in mind the student's existing skills and knowledge before enrolment.

2. Responsibility

The PEO is responsible for the implementation of this Policy and Procedure and to ensure that all staff are aware of its application and implementation requirements. Students are also informed of this policy and procedure at their pre-enrolment, enrolment and orientation.

3. Definitions

AQF qualification - An AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Statement of Attainment - A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Nationally Recognised Training (NRT) logo - means the logo used nationally to signify training packages and VET accredited courses.

Course Credit - As defined for the purposes of the National Code 2018: 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) - Recognition of prior learning is a form of assessment of a learner's competence. Recognition of prior learning uses evidence from formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO. This evidence is often combined with assessment activities sometimes known as 'challenge testing'. As such, recognition of prior learning must be conducted with the same rigour as any other form of assessment.

AQF certification documentation- Is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

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Testamur - an official certification document that confirms that a qualification has been awarded to an individual

4. Key Features

- HIC grants credit transfer, gained from formal learning, and ensures that it:
 - a. has documented procedures for the granting and recording of course credit; and
 - b. provides a record of the course credit to the student, which must be signed or otherwise accepted by the student, and placed in the student's file.

 - If course credit is granted and leads to a shortening of the student's course, HIC will:
 - a. indicate the actual net course duration (as reduced by course credit) in the Agreement of enrolment issued for that student for that course;
 - Students are informed prior to enrolment about Recognition of Prior learning & Course Credit process through the Student Handbook available on HIC website and also asked to identify if they would like to apply for Course Credit in the Enrolment Application Form.

 - HIC provides processes for academic course credits for students or potential students who have completed nationally recognised training qualifications with a registered training organisation in Australia; HIC does not have current mechanisms in place to process and assess informal learning or work experience gained overseas by students.

 - The underlying principle of Nationally Recognised Training is that a student does not have to repeat a training and assessment that has already been undertaken.

 - HIC 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 (e.g. university or any authorised issuing organisation); in such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted;
- or
- b. Authenticated VET transcripts issued by the Registrar.
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- If a qualification or statement of attainment is achieved wholly through recognition or units or modules completed at another RTO or RTOs, HIC reserves its right whether or not to issue a qualification or statement of attainment.

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- For Recognition of Prior Learning - Informal and Non-Formal, please refer below in the procedure for all the requirements.

5. Procedure

Recognition of Prior Learning – Formal Learning Procedure

- For local students HIC will enquire from the student if they has previously achieved competency for units of competency for Recognition of Prior Learning (RPL - Formal Learning).
- If Student has acquired competency for units of competency for Recognition of Prior Learning (RPL - Formal Learning); the student will required to initiate this choice on the Enrolment Application form and attach the necessary documentation. This form can be collected from HIC's Office or downloaded from HIC website.

The list of documents that are acceptable for granting Recognition of Prior Learning (RPL - Formal Learning) / Course Credit are:

- Nationally recognised qualification (completed with an RTO in Australia)
- Statement of Attainment (demonstrates the units of competencies successfully completed)

Certifications/Attestations of Original Documents:

- Certified copies of original documents must show a relevant stamp from an authorized person which is listed in Section 107A of the Evidence (Miscellaneous Provisions) Act 1958 - Persons who can witness statutory declarations.

Sighting of Original Documents:

- If a student submits copies along with original documents, the Admin Officer will check and stamps them as 'certified', using the stamp kept at HIC head office.

Authenticating Qualifications / Statement of Attainments

- Contact the organisations that issued the qualification and/or statement of attainment and confirm the content is valid.

To determine whether Course Credit can be granted or not, the following will be used to assess the application:

- reviewing the documentary evidence provided.

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- ii. if necessary, the Course Coordinator will invite the student for an interview.
- iii. referring and cross-checking the units of competencies of the training qualification, to the unit code on training.gov.au should be exact match
- iv. contacting the RTO (where the units of competencies or qualification was gained) to verify the authenticity of the documents submitted by the student and if the content is valid.

If the Course Credit application is granted, the details of course credit, shortening of the course duration will be made clear in the letter of offer; the student will be required to acknowledge acceptance of the offer letter (as per the enrolment process) or acknowledge acceptance of the course credit granted.

Recognition of Prior Learning - Informal or Non-Formal Procedure

HIC shall ensure that each qualification shall have a designated RPL application in place which includes a RPL Information Kit and application with relevant assessment documents that will help the candidate collect evidence to confirm their skills and knowledge. HIC also has relevant instructions to support them in completing the RPL application.

The RPL Process includes 5 stages:

1. Preparing the candidate with information on the RPL process
2. Candidate self assessment
3. Gathering of evidence and making a judgement (Competency Conversation)
4. Documenting the assessment decision
5. Informing the candidate of the RPL outcome

Preparing the candidate with information on the RPL process

All prospective and enrolling individuals must be informed through pre-enrolment information of the opportunity to apply for RPL (Student handbook and HIC website).

Once a participant has confirmed they are interested in applying for RPL they must be provided the RPL Information Kit for the qualification / units they are proposing to include in their application for RPL.

The RPL Information Kit is to provide the required information to students that will enable them to determine if they wish to apply for RPL and the stages of the RPL process.

The following information is to be provided to participants within the RPL Kit:

Student
STUD019
Version 1.2

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Responsibility: PEO
Hays International College Pty Ltd T/A Hays International College

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- What is RPL
- To support an RPL application, an individual must be able to provide evidence and demonstrate that they have gained the required skills and knowledge relating to the unit of competency for which recognition is being applied for.
- RPL is awarded for a total unit of competency (no partial RPL of a unit of competency will be awarded)
- How to enter the RPL process (by completing the Application Form)
- The RPL process and the stages involved. This will include the details of any required skills assessment.

Candidate self-assessment

For Candidates that are interested in applying for RPL, they are required to complete the RPL Self-Assessment to determine if they feel that they have a strong case to apply for RPL.

The RPL Self-Assessment is to be completed by the student but they may request assistance from the allocated assessor. As part of the application process the completed self-assessment will be reviewed by the allocated assessor to confirm the student has a strong case for applying for RPL.

If it is determined that they will be able to provide sufficient evidence of the relevant skills and knowledge, then the RPL Application is to be completed identifying which units RPL is being applied for.

Gathering of evidence and making a judgement (Competency Conversation)

When the candidate is ready to submit their evidence, an interview with the Assessor will be organised. They will be required to submit all their evidence and the Assessor will review the information provided and begin to match up your skills to the units/subjects in the qualification. This interview helps the Assessor confirm the authenticity and validity of the evidence. The Assessor will document the interview in a Competency Conversation Document which will also form part of the RPL evidence.

This interview will include:

- Identifying the relevant evidence for each unit that will contribute to the RPL application such as resumes, position descriptions, and references.
- The use of oral questions to demonstrate relevant skills and knowledge for each unit via the Competency Conversation document

At this stage, the Assessor will be able to identify if extra evidence such as the following is required to support the RPL:

- Practical demonstrations

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- Third Party Report

Where Practical demonstrations are required the assessor will confirm the details of when and where these will occur. Where appropriate they may be conducted in the student's workplace, or will be conducted in the RTO's simulated environments.

Documenting the assessment decision

HIC is required to ensure that all RPL assessment undertaken is completed and recorded appropriately.

The following is to occur when assessing a RPL application:

- Assessors will consider the following:
 - Relevance and nature of evidence provided by the applicant
 - Scope of subject matter covered by the evidence
 - Whether the evidence is sufficient to enable a judgement of competence to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units.
 - Determine if the evidence is reliable
- All original documents such as certificates, workplace reports, etc, should be copied after being sighted by Assessor and then the copy signed with a date, signature, printed name of the Assessor.
- The Assessment Record Sheet is to document the evidence that is linked to the Unit of Competency, and also list the outcome (Competent/ Not Yet Competent)
- The outcome of the RPL will be entered on the database.
- In all cases, a copy of the RPL documentation (completed RPL Kit and supporting evidence) and the outcome will be kept in the participant's file

Informing the candidate of the RPL outcome

- Where RPL is 'Granted' this information will be communicated in writing to the participant within 10 business days of completion of the assessment,
- Where RPL is 'Not Granted' participants will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the participant is to including a reason for refusal (where applicable)

Where the outcome of an RPL is not granted and the participant disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions the individual may appeal by using the methods outlined in the '*Complaints and Appeals Policy and Procedure.*' This policy and procedure can be gained from HIC Office and is also found on HIC's Website. The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

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Fees and Charges

- An RPL fee of \$150.00 per unit (non-refundable) applies to process a Recognition of Prior Learning - Informal or Non-formal and is paid by the student at the time of submitting the application.
- The Management may waive the service fee in consideration of the student's circumstances and is applicable on a case-by-case basis.

Record Keeping

All relevant documents used, from the time of submitting the application for RPL / Course Credit, receiving, processing and assessing the application, verifying the authenticity of the documents, assessment outcomes and letter sent to the student, proof of payment of fees, if any, including information if a student access HIC's complaints and appeals process(if the application is refused), will be kept in the student's file.

RELATED DOCUMENTS			
Standards for Registered Training Organisations 2015	Standard 3		
POLICIES	Complaints and Appeals; Course completion within expected duration ; Course Progress Policy and Procedure ; DHA Notification Policy and procedure; Fees and charges policy and procedure; Refund policy and procedures, Code of Conduct (student) policy and procedure, USI Implementation policy and procedure;		
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