

## COURSE CREDIT/RPL POLICY AND PROCEDURE



***ALLORA COLLEGE is the trading name of Vector Institute of Technology Pty Ltd***

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## DOCUMENT CONTROL

### Version History

Version	Date	Description
V1.0		discontinued
V2.0	March 2019	Change of Trading name

### Review Process:

This policy shall be reviewed annually in compliance with education industry standards

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**Purpose:** This policy outlines the principles for awarding Recognition of Prior Learning (RPL) or Credit Transfer (CT), towards qualifications delivered by Allora College.

**Scope:** All qualifications offered by Allora College.

**Policy Statement:** RPL is assessed on the basis of equivalent learning outcomes or competencies. Assessments will be evidence-based and the Academic Team will determine a variety of methods and instruments to establish equivalence.

To be eligible for Credit Transfer, previous study of the exact same unit code and name or an equivalent unit must have been completed by the student.

### **Definition:**

#### ***Domestic Student:***

Recognition of Prior Learning is the process of recognising an individual's current skills and knowledge, which were attained through prior experience, and/or learning demonstrated by:

- Previous study of either a formal or informal nature
- Work experience
- General life experience
- Any combination of the above.

**Credit Transfer is the process by which the RTO accepts and provides credit to learners for units of competency that are:**

- AQF certification documentation issued by another RTO
- AQF authorised issuing organisation such as University, OR
- Authenticated VET transcripts issued by the Registrar.

**Credit Transfer/ Course Credit** is the 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.

**Responsibility of Implementation:** The CEO of Allora College has the responsibility for the development and oversight of this overarching policy and procedures.

## Procedure for RPL:

- Students will need to contact the Allora College Assessor/ Marketing Officer for information on the RPL process.
- To apply for Recognition of Prior Learning students will need to complete the RPL form and attach the supporting evidence.
- Unsuccessful applicants have the right to formally appeal the RPL assessment, through Allora College Complaints and appeals process.

### Step by Step Process of Recognition of Prior Learning for Domestic students:

- At the sign up and induction, RPL is discussed and the opportunity to participate in RPL is available at the time enrolment.
- If at the signup or at commencement of the qualification the employer and the student (Apprentice/Trainee) identify units of competency that they both believe he/she can already demonstrate the level of achievement required, then he/she can apply for RPL of those units.
- Simply inform** the Marketing Officer at sign up or Trainer & Assessor. They will assist you in going to the next step in the RPL process.

**Table 1 below outlines the RPL process that occurs for a Domestic Student**

Fee for Service RPL Process		
<b>Step 1</b>	Choose the right qualification for you	Ensure you choose the right qualification for you. Not only choosing the right title but also the right units within your qualification. Often qualifications have “core” units that must be completed as well as “electives” that you can select from a range that best suit your experience.
<b>Step 2</b>	Written Agreement	If you are interested in enrolling in a qualification and completing it through RPL or Training and Assessment or a combination of both, a Written Agreement will be written and sent to you for signing. This outlines all the costs and procedures for you. Once signed, an invoice will be sent to you for an enrolment fee. An enrolment fee of no more than \$500 is applicable at the commencement of the RPL. Upon payment of this invoice, the RPL will be booked and will commence. A refund of the enrolment fee will only be payable if Allora College does not complete the enrolment process. In that case all enrolment fees paid will be refunded except a \$500 administration fee. All other fees are collected after all training and assessments have been completed.
<b>Step 3</b>	Collecting your evidence	<p>After you have selected your units, it is important that you take an opportunity to understand what will be addressed in each of the units. Allora College Trainer &amp; Assessor will be guiding you through the RPL process. They will provide you with a list of each of the subjects you have chosen (training plan). It is important for you to look through each of the subjects (units) to see if you have any evidence that can help to support your competence. Ask yourself: do I judge myself as competent? If so, what evidence do I have to support this?</p> <p><b>Steps:</b></p> <p><b>a) Complete the Self-assessment tool</b> to determine the frequency of the tasks that you perform</p> <p><b>b) Collection of Preliminary Evidence</b></p> <p>You should compile the preliminary evidence for the trainer &amp; assessor for review purposes. The evidence is categorised into 2 categories for the purpose of RPL.</p> <p><b>1. Primary Evidence</b></p> <p>The evidence may consist of:</p> <ul style="list-style-type: none"> <li>▪ Any licences</li> <li>▪ Brief CV/Resume or work history</li> <li>▪ Certificates/results of assessment</li> <li>▪ Indentures/trade papers</li> <li>▪ Certificates/results of assessment – interstate/overseas</li> <li>▪ Certificates/results of assessment – universities</li> </ul>

## Fee for Service RPL Process (cont)

		<ul style="list-style-type: none"> <li>▪ References/letters from previous employers/supervisors ( a minimum of 2 letters from different employers for every unit of competency for which RPL is sought and minimum experience must be of minimum 3 years )</li> </ul> <p><b>2. Secondary Evidence: You can provide supporting evidence along with primary evidence in the form of:</b></p> <ul style="list-style-type: none"> <li>• Tickets held e.g. forklift, crane, etc</li> <li>• Photographs of work undertaken</li> <li>• Diaries/task sheets/job sheets/log books</li> <li>• Site training records</li> <li>• Site competencies held record membership of relevant professional associations</li> <li>• Hobbies/interests/special skills outside work</li> <li>• Industry awards</li> <li>• Any other documentation that may demonstrate industry experience</li> <li>• Officials, surf life-saving, etc</li> </ul> <p>The same piece of evidence may relate to one or more of the competencies, elements and performance criteria. Therefore you may be able to use the same piece of evidence when applying for recognition for a number of units of competency.</p>
<b>Step 4</b>	<b>Competency Conversation/ Observation :</b> Meet with the Allora College Trainer & Assessor	<p>Once the evidence is received, Allora College Trainer &amp; Assessor will work through the subjects that still require evidence and will ask relevant questions to identify competence. It is important that time is set aside away from your work station to do this step so you can concentrate on the information you are providing.</p> <p>One of the best ways to collect evidence is to record you talking about your skills, experience and knowledge. Allora College can do this using i.e. audio digital recorder or record the students verbatim in the RPL Kit. This option will be discussed with you before this occurs and you will be given the right to decline. This option can be used in both over the phone and face to face situations.</p> <p>Allora College Assessor will also conduct observation of different tasks to deem competency in the unit under consideration and carry a digital camera handy when meeting face to face, as there might be some evidence that can be photographed to help support your competence.</p>
<b>Step 5</b>	Third Party feedback	<p>As part of your RPL, Third party feedback must be completed if:</p> <ol style="list-style-type: none"> <li>a. the assessor requires more evidence</li> <li>b. Your workplace supervisor can give strong evidence for some subject areas, which require a workplace perspective.</li> </ol> <p>This step can be completed face to face or over the phone.</p>

**Fee for Service RPL Process (cont.)**

<b>Step 6</b>	Outcome and feedback report	<p>Once all your evidence is collected, completed the interview (Competency Conversation) with you (step 4) and the discussion with your workplace Supervisor (step 5), they can complete the RPL assessment. The assessor will map all the information to the qualification requirements. Their role is to ensure they are confident that you are competent in all the elements of your qualification and that there is enough evidence to support this.</p> <p>You will be given feedback within 21 days of receiving all evidence. A result of competent or not yet competent will be given. If not yet competent, the Allora College Trainer &amp; Assessor will outline what needs to occur to achieve competence.</p> <p>If the Assessor believes there are some areas where gap training may be required, he/she will outline all the details for this to be achieved.</p> <p>In this feedback you will also be given pathway options for you to access higher levels of training, e.g. certificate IV or diploma, where applicable. All RTO's are required to have an appeal process, so if you believe you have reasonable grounds for disagreeing with the decision, you can contact the CEO of Allora College for more information regarding the process.</p>
<b>Step 7</b>	Action plan	<p>Step 7 is only required if you are deemed not yet competent in any units of competency in your qualification. An action plan will be put in place to achieve competence. This action plan may be gap training or gathering some specific evidence to demonstrate competence. The action plan will include dates and timeframes so that all parties understand what needs to be done.</p> <p>Once Step 7 is completed and the gap training or required evidence is gathered, Allora College Assessor will evaluate new evidence and once again provide you with outcomes and feedback.</p>
<b>Step 8</b>	Statement of Attainment and/or qualification issued	<p>On successful completion of RPL, a Certificate and/or Statement of Attainment will be issued to you within 30 days of sign off.</p>

RPL will not be granted if it would disadvantage the student in achieving the expected learning outcomes for the course of study or qualification and the integrity of the course is unable to be maintained.



## Procedure for Credit Transfer:

1. Students will need to contact Allora College Assessor **or Administration Officer** for information on **Credit Transfer process**.
2. To apply for Credit transfers student will need to complete the form and attach their supporting evidence i.e copy of previously completed AQF qualifications/ Statement of Attainment from previous RTO where the student undertook their studies.
3. Allora College will contact the RTO for further authentication of the Transcripts provided by the student.
4. Allora College may directly view a USI transcript online via the USI transcript Service ([www.usi.gov.au](http://www.usi.gov.au)) for any student who has activated permission for them to do so in the USI Registry System.
5. Where the student cannot provide the copy of Statement of Attainment or copy of certificate of previously completed qualifications but authorises Allora College to contact the previous RTO to obtain SoA / certificate, Allora College shall do so after the student provides the authorisation form signed by the student.
6. The CEO shall grant the Credit Transfers and record the results in the Credit Transfer Form and inform the administration officers to maintain the evidence provided by the student along with the Credit transfer form in the admin file.

Where assessment of an applicant's prior learning establishes that it is equivalent to a unit which can contribute to completion of the course, they will be given credit for the unit rather than RPL. This refers to the applicant has completed the exact unit name and code and wishes to attain a credit transfer to avoid duplication of learning.

- Students are required to sign or accept a record of course credit granted.

## Recording of RPL/CREDIT Transfers:

The granting of entry to courses on the basis of RPL/Credit is to be:

- Recorded on the Student management System (TEAMS);
- Reported to the Trainer and Assessor for the course;
- Reported to Admissions Department

## Appeals:

Appeals against credit assessments and admission decisions may be made in accordance with the Complaints and Appeals Policy.

## References:

Domestic student:	This Policy and Procedure covers Standards 3.5, 4.1 and 5.1 of the VET Regulator Standards for RTOs 2015.
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