

# Recognition of Prior Learning (RPL) and Course Credit Policy and Procedure

## PURPOSE

In Australia, Recognition of Prior Learning (RPL) and Credit Transfer is applied across all post compulsory education sectors. This policy and procedure covers the obligations of Innov8 to offer prior to enrolment, and throughout the delivery of courses, recognition of prior learning (RPL) to learners seeking recognition of skills they possess that are relevant to the qualification in which they are enrolled.

This policy relates to all accredited training provided by Innov8. RPL will be made available for all Units of Competency in the qualifications offered.

Whilst RPL and Credit Transfer are related, and the boundaries between them are often blurred, they are alternative pathways to an Australian Qualifications Framework (AQF) qualification. They are distinguished by the way they relate to learning achieved through formal education and training (Credit Transfer) and learning achieved outside the formal education and training system (RPL). By removing the need for duplication of learning, RPL and Credit Transfer encourages an individual to seek diverse and inclusive pathways to lifelong learning, formal qualifications and improved employment outcomes.

This policy is underpinned by the AQF National Principles and Operational Guidelines for Recognition of Prior Learning (RPL).

## STANDARDS

Standards that are relevant to this policy are:

Standard 1  
Clause 1.8-1.12  
Standard 3  
Clause 3.5

## RESPONSIBILITY

All staff.

## SCOPE

This policy and procedure applies to all student enrolments including fee for service and third party funded courses.

Innov8 does not claim fees for granting course Credit Transfer or National Recognition on formally recognised and identifiable Units of competence.

Innov8 AQF qualifications and Statements of Attainment issued by any other Registered Training Organisations (RTO's) in Australia. Students may request total credit for a whole unit or course/program based on study in an identical unit or course/program at another institution. Suitable documentation such as a Statement of Attainment must be provided when applying for course credit.

Innov8 will:

- Document procedures for granting and recording course credit and RPL
- Provide a record of program credit/RPL to the student, which must be signed or otherwise accepted by the student
- Copy of students' acceptance of course credit/RPL to be placed in student file

# Recognition of Prior Learning (RPL) and Course Credit Policy and Procedure

## DEFINITIONS

**Credit:** Credit is the acknowledgement that a student has satisfied the requirements of a unit/unit of competency/module either through previous study (Credit Transfer) or through work or life experience (RPL). The granting of credit exempts the student from the participating in a unit/unit of competency/module thus is not required to complete that a unit/unit of competency/module in order to attain the qualification.

**Credit Transfer:** Credit Transfer relates to the learning achieved through formal education and training. In this process the initial unit/unit of competency/module is assessed against the new unit/unit of competency/module to determine the extent to which it is equivalent to the required learning, competency outcomes, or standards in a qualification.

**Recognition of Prior Learning:** Recognition of Prior Learning (RPL) relates to the learning achieved outside the formal education and training system. It is an assessment process that assesses the individual's non-formal and informal learning. This may include any combination of formal or informal training and education, work experience or general life experience to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

## CREDIT TRANSFER (CT)

Innov8 – Education Solutions recognises AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation in Australia. Students may request total credit for a whole unit or course/program based on study in an identical unit or course/program at another institution. Suitable documentation such as a Statement of Attainment must be provided when applying for Credit Transfer or National Recognition.

### Requirement:

1. 1. The students can apply for Credit Transfer or National Recognition before or after enrolling in the course, if it is applied for after enrolment it should be applied within 2 weeks of the Course Commencement date.
2. 2. Innov8 – Education Solutions will ensure that all Credit Transfer or National Recognition applicants are provided with:
  - a. CT and National Recognition information including:
    - i. Application forms (available from the Innov8 website and on request from all Innov8 staff)
    - ii. Information on all aspects of collecting and submitting evidence of attainment of the unit(s)/course, which were obtained at another RTO (i.e. transcripts/certificates) prior to submitting a CT or National Recognition application.
  - b. Support and guidance in completing the CT or the National Recognition application form;
  - c. The opportunity to obtain feedback and/or further information on completing all aspects of the CT or the National Recognition application prior to submission.
3. 3. All documentary evidence of training, including Certificates/Diplomas, Statement of Results and Statement of Attainment provided must be original, official or certified documents and must be signed and sealed by the issuing Australian RTO.
4. 4. Once the CT or the National Recognition application is submitted and received by Innov8, the application will be checked and verified to ensure that all details of the applicant, course, units of competency, evidence and payment are correct. Innov8 will endeavour to inform the applicant within ten (10) working days of receiving the application with:
  - any inconsistency or erroneous data/information supplied;
  - any evidence material supplied which does not fulfill the evidence requirements.

# Recognition of Prior Learning (RPL) and Course Credit Policy and Procedure

## CREDIT TRANSFER (CONT)

After the receipt of all documentation, Innov8 will endeavor to advise the student of the application for course credit.

5. The applicant is advised of the Course Credit application outcome and of Innov8's Complaints and Appeals procedure (only if unsuccessful).
6. All the records of CT or the National Recognition will be maintained on individual student files.
7. Data to be entered on the Student Electronic Management System once CT or the National Recognition process is completed.

## RECOGNITION OF PRIOR LEARNING (RPL)

Requirement:

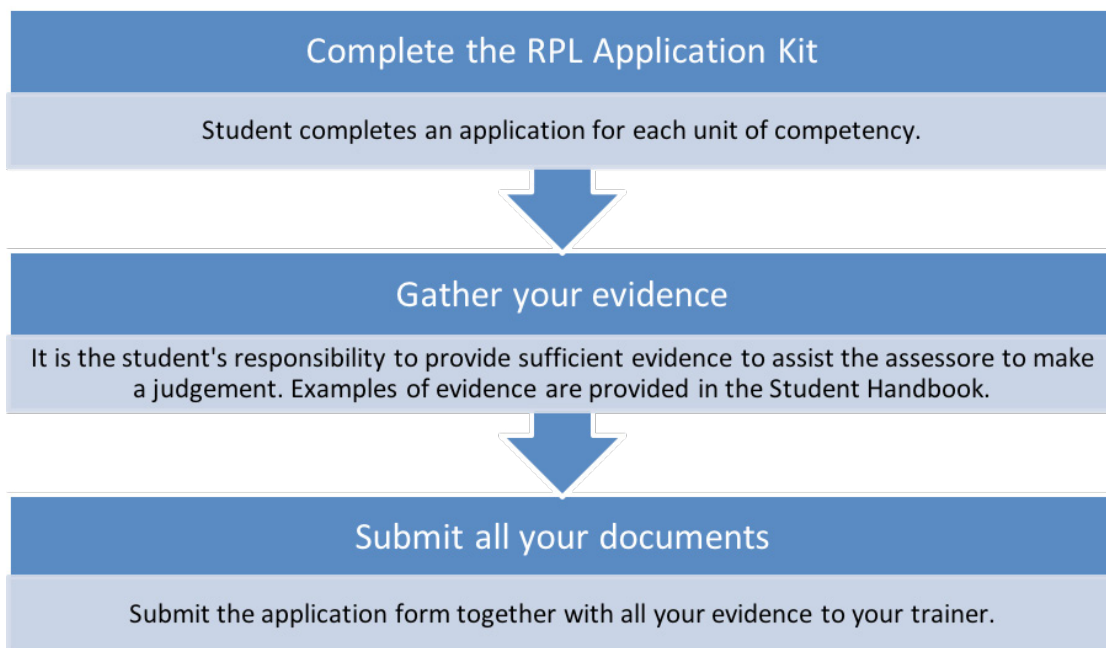
1. 1. The students can apply for RPL before or after enrolment. It should be applied for within 2 weeks of commencing the Course. It is preferable to discuss the intent to apply for PRL with the course trainer, prior to enrolment.
2. 2. Students must continue to attend classes as per timetable until the RPL application outcome is approved by Innov8.
3. 3. The RPL process will be structured in a way that minimises cost, time and effort to both the applicant and Innov8 whilst retaining Training Package requirements.
4. 4. Innov8 will ensure that the students are provided with all the information required:
  - Information on Qualification, Units of Competency, Performance Criteria and RPL process, prior to submitting an RPL application.
  - An RPL Kit;
  - Information on all aspects of collecting and presenting consistent and reliable evidence required for the purpose of demonstrating current skills and knowledge gained which could have been obtained through formal/informal education/training, work experience or life experiences (e.g. Third party reports, references letters, portfolios, and informal/formal courses transcripts/certificates).
  - Support and guidance in completing the RPL Kit
  - The opportunity to obtain feedback and/or further information on completing all aspects of the RPL application prior to submission.
5. 5. All documentary evidence of training, including: work experience or other relevant documents (e.g. Certificates/Diplomas, personal or work references and licenses) submitted, and which claim skills and knowledge gained, must be in English and must be signed and sealed by the appropriate organisation/company representative (e.g. CEO Director, Manager or Training/HR Manager).
  - If original evidence submitted was issued in a language other than English then a "Certified English" translation compiled by a registered translation service or professional will be required.
6. 6. Once the RPL application is submitted and received by Innov8 the application will be checked and verified by the appropriate staff member for content to ensure that all details of the applicant, course, units of competency, evidence and payment are correct. Innov8 shall endeavour to inform the applicant within ten working (10) days of receiving the application with:
  - any inconsistency or erroneous data/information supplied;
  - any evidence material supplied which does not fulfil the evidence requirements.
7. 7. On successful completion of the RPL application check, the RPL application will be forwarded to the assessor.

# Recognition of Prior Learning (RPL) and Course Credit Policy and Procedure

## RECOGNITION OF PRIOR LEARNING (CONT.)

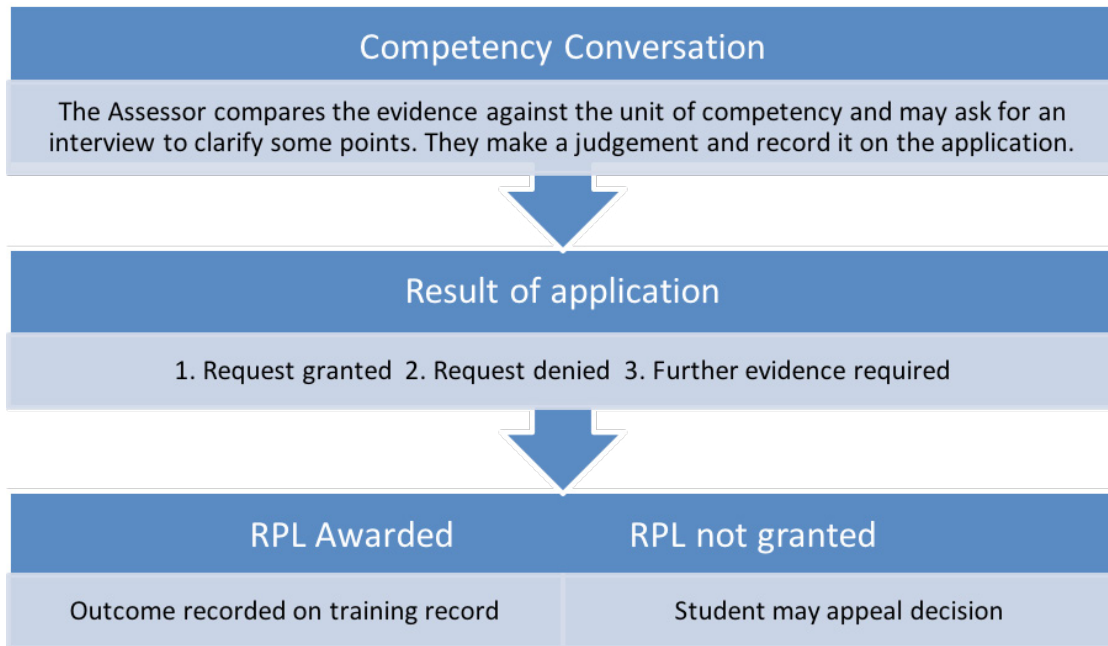
- 8.** The assessor will then proceed to assess and judge the RPL application with the information obtained from the RPL application, evidence portfolio, the RPL conversation, and any other evidence provided or obtained, including third party reports or advice from supervisors, the assessor shall endeavour to assess (within 28 working days) the RPL application for a qualification or unit of competency. ( Assessor to refer to the individual course RPL kit for detailed information)
- 9.** The applicant is advised of the RPL application outcome and of Innov8's Complaints and Appeals procedure (only if unsuccessful).
- 10.** All the records of RPL will be maintained on an individual student's file.
- 11.** Data to be entered on the Student Electronic Management System, WiseNet once the RPL process is completed.

## RPL PROCEDURE



# Recognition of Prior Learning (RPL) and Course Credit Policy and Procedure

## RPL PROCEDURE (CONT.)



|              |  |                        |  |                              |  |                 |  |
|--------------|--|------------------------|--|------------------------------|--|-----------------|--|
| <b>Name:</b> |  | <b>Date Effective:</b> |  | <b>Responsible Authority</b> |  | <b>Drive:</b>   |  |
| <b>Page</b>  |  | <b>Review date:</b>    |  | <b>Organisation</b>          |  | <b>Version:</b> |  |