Australian Ideal College
Registered as Australian Ideal College Pty Ltd
RTO No.: 91679 | CRICOS Provider Code: 03053G
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Recognition of Prior Learning (RPL) and Credit Transfer (CT)
Policy and Procedure

1.0   Purpose

The purpose of this policy and associated procedure is to provide a framework for the assessment and recognition of various types of prior learning undertaken inside/outside the formal education training system both nationally and internationally.

AIC is committed to and is guided by the principles of Recognition of Prior Learning (RPL) and course credit as stated in:

1. Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning

2. Standards for NVR Registered Training Organisations

3. The National Code 2018

2.0   Definitions

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal and informal learning 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 (*Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning).* It is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant credit in a subject or module.

Credit transfer (CT) assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework.

As a registered training organisation, AIC applies the 'National Standard of Recognition' between registered training organisations. This means if you obtained a competency through study with another registered training organisation in Australia, you can apply to have the competency recognised by AIC.

3.0   Time to apply for RPL/CT

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Students who are enrolling to complete a course and wish to be credited for an individual unit of competency will need to apply for RPL/CT prior to the course commencement.

4.0   Fees and Charges

- Application fee for RPL or CT is $250
- $250 per unit of competency for RPL
- $150 per unit of competency for CT after course commencement
- Fees are subject to change at any time
- No refund of fees and charges is given, regardless of whether the RPL or CT application is successful or unsuccessful.

5.0   Policy

5.1   All prospective and enrolling students must be informed in either print or electronic form (such as through the Student Handbook and College's website) of the opportunity to apply for RPL/CT.

5.2   AIC will recognise AQF qualification certificates, academic transcripts and Statements of Attainment issued by any other Registered Training Organisations in accordance with the requirements of the Australian Quality Training Framework 2007 (AQTF) for national recognition. In addition, we also recognise work experience and overseas qualifications provided by the National Office of Overseas Skills Recognition (NOOSR) which could substantiate the qualifications.

5.3   Students who believe they already have some of the competencies in the course may apply for RPL. An essential requirement of RPL is that you can prove that you currently have the required competencies.

5.4   All RPL must be claimed via the submission of the Application for Rrior Recognition Learning and Credit Transfer prior to course commenment at AIC. It is the student's responsibility to fill in the form completely and include all relevant evidence.

5.5   To apply for CT, students will need to submit the Application for Rrior Recognition Learning and Credit Transfer and certified copies of their academic transcripts or Statements of Attainment prior to starting with AIC.

5.6   A maximum of 50% RPL/Credit Transfer can be claimed regardless of previous study, work, life experience etc.

5.7   All supporting documents provided must be true and correct, and only certified copies of originals will be accepted.

6.0   Procedure

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6.1 RPL/CT application should be made by using the RPL and CT Application Form available on our website or at the reception. Student should match the module learning outcomes/unit of competency for which student is applying for RPL/CT with previous study or skills and knowledge gained from work. Student must provide an authenticated transcript from the educational provider. Overseas qualifications must be submitted to NOOSR to obtain an Australian equivalent qualification; the overseas qualification must be certified and translated into English.

6.2 The completed RPL and CT Application Form should be forwarded to the Training Manager or Director of Studies together with the application fee and supporting documents mentioned before. Further information or an interview with the student may be required before evaluation of the application is completed.

6.3 The Training Manager or Director of Studies (DoS) will assess the applications and notify students of the decision promptly via e-mail or face to face by signing the assessment record. Upon receipt of the completed RPL/CT record signed by the DoS, student must return the signed RPL/CT record to the DoS either by e-mail or by post or in person if the DoS agrees with the outcome.

6.4 RPL/CT Application Form, supporting documentation, assessment processes and outcomes must be filed in hard copies and electronically in the student's file.

6.5 Once RPL/CT is granted, the relevant unit(s) will be uploaded onto the electronic RTOmanager system as RPL or CT and will show on the academic transcript as RPL or CT in the future when the certificate and transcript is generated from the RTOmanager system upon student's course completion.

6.6 After the RPL/CT is granted, student is exempted from attending the classes of the particular unit(s) but student must still attend other designated classes or where possible, meaningful learning activities arranged for the student to ensure 20 hours full time study load per week.

6.7 After RPL/CT is granted, student's course schedule must be reviewed and any reductions or changes made to the course duration as a result of RPL/CT need to be reported to the Department of Home Affairs (DHA) via PRISMS.

6.8 The course duration must be adjusted and shortened on the eCoE if RPL/CT is granted prior to the issue of a visa **or** the College notifies DHA that students complete course early on PRISMS if RPL/CT is granted after the issue of a visa.

6.9 Where a request for CT is submitted after the student has been issued an eCOE by the College, the student's course duration on the CoE needs to be adjusted to reflect any reduction in the period of study. An administration fee to reissue an eCOE will apply.

6.10 If the granted RPL/CT unit is delivered in the middle of the whole course, there will be no variation of the eCoE.

6.11 RPL or CT assessments and decisions made by the College are final.