<table>
<thead>
<tr>
<th>Name of the Policy</th>
<th>PP05 RPL and Credit Transfer Policy and Procedure</th>
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<tr>
<td>Distribution:</td>
<td>All Staff &amp; Students</td>
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<tr>
<td>Entity relating to</td>
<td>Stirling Institute of Australia Pty Ltd trading as</td>
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<td>Academy of Hypnotic Science</td>
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<td>Stirling Institute of Counselling</td>
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<td>Stirling Institute of Children’s Services</td>
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<tr>
<td>Reference to HESG:</td>
<td>F. C Schedule 1, Clause 4.6</td>
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<td>F. C Schedule 1, Clause 6.5</td>
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<tr>
<td>Related Documents:</td>
<td>RPL Application Form</td>
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<td>Pre-Training Review</td>
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<td>Student Handbook</td>
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<td>PP02 Fees Charges and Refunds Policy and Procedure</td>
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<td>PP07 Complaints and Appeals Policy and Procedure</td>
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<td>Statutory References:</td>
<td>National Vocational Education and Training Regulator Act 2011</td>
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1. Policy

Stirling Institute is committed to develop open and accessible guidelines for the granting of credit transfer and recognition of prior learning with respect to specific units that constitute a course of study on the basis of prior learning, whether from formal studies, non-formal and informal learning or professional work or life experience.

2. Purpose

The purpose of this policy and procedure is to provide a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous and/or current training, work experience and/or life experience.

3. Scope

This policy and procedure applies to all students wishing to apply for Recognition of Prior Learning and/or Credit Transfer.

4. Definitions

**Recognition of Prior Learning:** An assessment process that assesses an individual's non-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.

**Credit Transfer:** Credit transfer determines the extent to which a unit of competency is equivalent to the unit/s noted on the training plan, in a qualification.

**Credit:** Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

**Units of Competency:** means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

**Document:** means a Testamur/Statement, Statement of Attainment or Record of Results.

**AQF:** means Australian Qualifications Framework which can be accessed at [http://www.aqf.edu.au/](http://www.aqf.edu.au/)

**Statement of Attainment:** confirms that one or more nationally recognised units or modules have been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course.

**Testamur:** is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an ‘award’, ‘qualification’ ‘parchment’, or ‘certificate’

**Informal Learning:** Learning occurring through experience of work-related, social, family, hobby or leisure activities, without being part of a structured program of study.
5. Requirements, Process & Procedures

5.1. Recognition of Prior Learning

- The underlying principle of Recognition of Prior Learning (RPL) is that no student should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

- This policy therefore aims to maximise the recognition of an individual’s prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

- Assessment of all RPL applications shall be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40110) or its updated equivalent and who has the vocational competencies in the unit they are assessing the student’s competency against.

- RPL is the formal recognition of the skills and knowledge a person has regardless of how or where they have been attained, that is, through informal or non-formal training, work experience, (paid and unpaid) voluntary work and life experience. RPL is a form of assessment and under the Standards for RTOs must:
  a. meet the requirements of the relevant Training Package or accredited course
  b. be conducted in accordance with the principles of assessment and the rules of evidence, and
  c. meet workplace and, where relevant, regulatory requirements

- Mixed cases of recognition:
  a. When a student has studied in the past and has gained a Statement of Attainment in a unit/s of competency that are not fully equivalent to the units noted on the training plan, then students can request recognition for the Unit/s of Competence and the gap in competency will be assessed.
  b. In a mixed case of recognition, an RPL assessment may be used to supplement credit transfer.
  c. The quality requirements for credit transfer and RPL will then apply separately to the two processes – assessment of the past studies and assessment of the individual’s skills and knowledge.
  d. The result of mixed recognition is to be reported as RPL

5.2. Credit Transfer

Credit Transfers can be granted under any of the following circumstances:

- Under the principles of National Recognition a student is granted an automatic credit for any equivalent unit that they successfully completed at any other Registered Training Organisation.

- When the unit has exactly the same code and title, even if it is not from the same Training Package.

- The unit reviewed has resulted in minor changes to the unit code e.g. upgrade from an A code to B code. The outcomes of the unit have remained substantially the same and therefore, the unit is equivalent to the new unit.

- When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.
5.3. Procedure

5.3.1. General information for individuals

- All prospective and enrolling individuals must be informed in all pre-enrolment information of the opportunity to apply for RPL. Individuals can apply for RPL for the unit of competency prior to the commencement of delivery of the unit of competency.

- The information provided to students will include that:
  - RPL can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied
  - RPL is awarded for a total unit of competency (no partial RPL of a unit of competency will be awarded)

5.3.2. Student request for RPL

- If a student wishes to apply for RPL they must complete the ‘RPL Application Form’ document with the required information (such as detailed records of their experience, employment, training, etc, which may be relevant).

- The RPL Application Form will specify the unit of competency to be completed and students will be required to identify how they address the elements of the unit of competency included in the RPL application.

- The student will also be asked to attend an interview with an appropriately skilled assessor who will talk to them about their current competencies. The assessor will determine the most appropriate method of verifying the competencies according to the assessment criteria in the RPL Kit.

- Once the interview is conducted, the student must submit their RPL Application Form and a portfolio of evidence to the Training Manager. This RPL application and evidence will be assessed by an assessor and the student will be notified of the outcome of their RPL application.

5.3.3. Assessment process

Stirling Institute of Australia is required to ensure that all RPL assessment undertaken is completed and recorded appropriately.

The following is to occur when assessing a RPL application:

- On receipt of the RPL Application Form and relevant documentation from the student, the evidence will be assessed against the competency standards for the particular unit of competency.

- In marking an assessment, 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 sufficient and reliable
  - Where evidence and documentation requires additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting. If an interview
needs to be conducted, the assessor will document all information collected in a Report which will be stored with the students RPL Application and evidence submitted.

- All original documents such as certificates, workplace reports, etc, should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.
- Where RPL is granted this information will be communicated in writing to the student within 10 business days of completion of the assessment, and Statement of Attainment will then be issued.
- Where RPL is not granted students will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).
- In all cases, a copy of the RPL documentation and outcome will be kept in the student’s file.

### 5.3.4 Credit Transfer

- The student indicates during their Pre-Training Review for Credit Transfer and decides which units of competency they will apply for.
- The student reads the Credit Transfer policy and procedures contained in the student handbook.
- Trainer/Assessor provides the student with a Credit Transfer application form.
- The student completes and submits Credit Transfer application form along with the following documents:
  - Qualification Testamur and an Official Academic Transcript* AND/OR
  - Statement of attainment*

*All Documents must be originals or certified true copies. Certified copies must bear an original signature and certification the document is a true copy of the original

- The student is informed that their application will be reviewed and they will be notified of the outcome within 48 hours.
- Trainer/Assessor completes a check against the students application and once unit/s of competency are confirmed as equivalent, the assessor grants the Credit Transfer and records the result on the Competency Record and returns completed Credit Transfer Application Form and supporting evidence to Business Analyst.
- Training Manager gives the final approval on the application.
- Credit Transfer results are recorded on VETtrak by the Business Analyst.
- Credit Transfer application and evidence filed as per Records and File Management policy and procedures by the Business Analyst.
- No fees are payable for credit transfer, however the student must be enrolled in the qualification.

### 6. Appeal

Where RPL is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussion the individual may appeal by using the methods outlined in the ‘Complaints and Appeals Policy and Procedure.’ This policy and procedure can be obtained from the SIA website and is also found in the Student Information Handbook. The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.
7. Responsibility

The Quality and Compliance Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

The Training Manager is responsible for collecting, verifying, assessing and filing evidences of competency and prior learning.

The CEO has overall responsibility for the implementation and review of this policy and procedure. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: info@sia.edu.au

8. Review Date

12 months from the date of this version, or as required.

9. Major Version History

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<tr>
<th>Date</th>
<th>Reason for change</th>
<th>Prepared By</th>
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<tbody>
<tr>
<td>10/8/2016</td>
<td>New template, Mapping to SRTOs 2015</td>
<td>Jennifer Sorthi</td>
<td>Anthony Walsh CEO</td>
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