

Name of the Policy	PP05 RPL and Credit Transfer Policy and Procedure
Distribution:	All Staff & Students
Entity relating to	Stirling Institute of Australia Pty Ltd trading as Academy of Hypnotic Science Stirling Institute of Counselling Stirling Institute Stirling Institute of Hypnotherapy Stirstudentsing Institute of Business Stirling Institute of Children's Services
Reference to HESG:	F. C Schedule 1, Clause 4.6 F. C Schedule 1, Clause 6.5
Related Documents:	RPL Application Form Credit Transfer Application Form Pre-Training Review Student Handbook- VTG and VFH Fees Charges and Refunds Policy and Procedure Students Complaints and Appeals Policy and Procedure RPL Self Assessment Checklist Training and Assessment Policy and Procedure
Statutory References:	National Vocational Education and Training Regulator Act 2011 Standards for RTO's – Std 1 (1.8, 1.12) Australian Qualifications Framework
Legislative Context	Education and Training Reform Act 2006 (Victoria) Victorian Guidelines for VET Providers (Victoria) Privacy and data protection Act 2014 Privacy Act 1988 (Commonwealth) Australian Qualifications Framework (AQF) National Principles and Operational Guidelines for Recognition of Prior Learning Equal Opportunity Act 2010 Fair Work Act 2009

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1. Policy

Stirling Institute of Australia Pty Ltd (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.

Recognition of prior learning (RPL) is defined in the AQF as follows:

“Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.”

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 transfer is defined in the AQF as follows, “Credit transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications”

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/>

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.

Self-assessment involves the candidate documenting skills, knowledge and experience in the relevant unit(s) of competence for which credit is being applied.

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

5.1. Recognition of Prior Learning

- 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
- 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 an assessment process so therefore must adhere to the requirements of assessment and there is no training provided as a part of RPL assessment.
- The evidence collect for the RPL process would normally comprise a portfolio containing a range of supporting materials, and evidence attesting to the student having met the learning outcomes of the identified course, such as
 - Work based Curriculum Vitae
 - Essays
 - Certified copies of Professional References
 - Certified copies of Industry Awards
 - Reports
 - Workplace documentation, such as position description, third party reports (performance, plan and reports)
 - Work samples, professional development activities

5.2. 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

5.3. Credit Transfer

The credit transfer process involves:

- mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and
- making a judgment about the credit to be assigned between the matched components of the two qualifications.

The agreed credit outcomes may include any form of credit: block, specified or unspecified credit.

5.4. AQF Qualifications

AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:

- Nationally recognised training
- Name of RTO issuing the AQF qualification or statement of attainment
- National provider number of RTO
- Full surname and first name of the recipient
- The qualification title
- Record of results identifying the units of competency attained
- The issuing RTO is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package

5.5. Trainer/Assessor Qualifications

Assessment is only conducted by persons who have:

- a) vocational competencies at least to the level being delivered and assessed;
- b) current industry skills directly relevant to the training and assessment being provided; and
- c) current knowledge and skills in vocational training and learning that informs their training and assessment and,
- d) TAE40110 Certificate IV in Training and Assessment

A current Trainers Skills Matrix (TSM) must be used to record the qualifications and experience of trainers/assessors.

6. Process & Procedures

6.1. Procedure for Recognition of Prior Learning (RPL)

6.1.1. Stage 1: Information

- All prospective and enrolling students must be informed in all pre-enrolment information of the opportunity to apply for RPL. Students 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).
- Students can apply for RPL who have gained learning through the following means:

Formal Learning: Formal learning means the students has completed part, or all, of an accredited qualification.

Informal Learning: Informal learning means the students has acquired learning was through a structured program that was not part of an accredited qualification.

Non-Formal Learning: Non-Formal learning means the students' learning was acquired through work or life experience.

6.1.2. Stage 2: Application

- If a student wishes to apply for RPL 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).
- Students will have to specify the unit/s of competency for RPL process on the RPL Application Form and they will be required to identify how they address the elements of the unit of competency included in the RPL application.
- Student will be charged an application fee of \$250 which will be refundable only if the outcome of self assessment and unit of competency is successful for the student to through the RPL process.
- On receipt of the RPL Application Form, Business Analyst will give the student self assessment checklist along with a unit of competency that the student has requested. This will help the student assist their eligibility to apply for RPL. Students are informed about the documents required to assess them through the RPL process.
- On successfully submitting the self assessment checklist and the unit of competency, Training department will go through the documents and determine that the student is competent to go through the rest of the course.
- Students at this stage will be asked to attend an interview (either through phone, skype or go to meetings) with an appropriately skilled assessor who will talk to them about their current competencies.
- Once the interview is conducted, the assessor will inform the Training Manager about the outcome of the interview and the successful student will be handed the RPL Kit and will began with the RPL process.

6.1.3. Stage 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:

- The assessor will determine the most appropriate method of verifying the competencies according to the assessment criteria in the RPL Kit.
- Students are informed about the documents required to assess them through the RPL process
- 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.

6.1.4. Stage 4: Outcome of the process

- 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.

6.2. Credit Transfer

6.2.1. Stage 1: Information

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 as published on <http://training.gov.au> .
- When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.
- Documentation must relate to courses that were successfully passed within the last 5 years as credit can only be granted for courses passed within the last 5 years.
- The student applying for Credit transfer with Stirling Institute should be enrolled in the qualification.

6.2.2. Stage 2: Application

- 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.
- Stirling Institute's Delegates provides the student with a Credit Transfer application form during the Pre-Training Review session
- The student completes and submits Credit Transfer application form along with the following documents:
 - ⇒ Qualification Testamur and an Official Academic Transcript* with final grades
 - ⇒ 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)*
- If the student's previous study was at Stirling Institute then supporting documents are not required.
- Students can apply for Credit transfer within 10 working days of the course commencement.

6.2.3. Stage 3: Assessment process

- Business Analyst completes a check against the students application and once unit/s of competency are confirmed as equivalent as published on <http://training.gov.au> and grants the Credit Transfer completing the Credit Transfer Application Form.
- Operations Manager gives the final approval on the application outcome.
- Credit Transfer results are recorded on VETTRAK by the Business Analyst.
- Credit Transfer application and supporting evidences are 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.
- The outcome of the application is informed to the Training Department along with the updated duration of the course and the Training Plan is updated by Business Analyst.
- Training Department updates the timetable and informs the trainer about the student Credit Transfer Application

6.2.4. Stage 4: Outcome of the process

- The student is informed that their application will be reviewed and they will be notified of the outcome within 48 hours.

- The student applying credit transfer for units of competency from the qualification will receive an updated training plan, timetable and new fees structure for the remaining of the qualification.
- Student will be issued statement of attainment on successful outcome of the application.

7. Appeal

Where RPL/Credit Transfer 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 'Students 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.

8. 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 Business Analyst is responsible for collecting, verifying, assessing and filing evidences of competency and prior learning.

The Board of directors 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 Board of Directors in person or by email to: info@sia.edu.au

9. Review Date

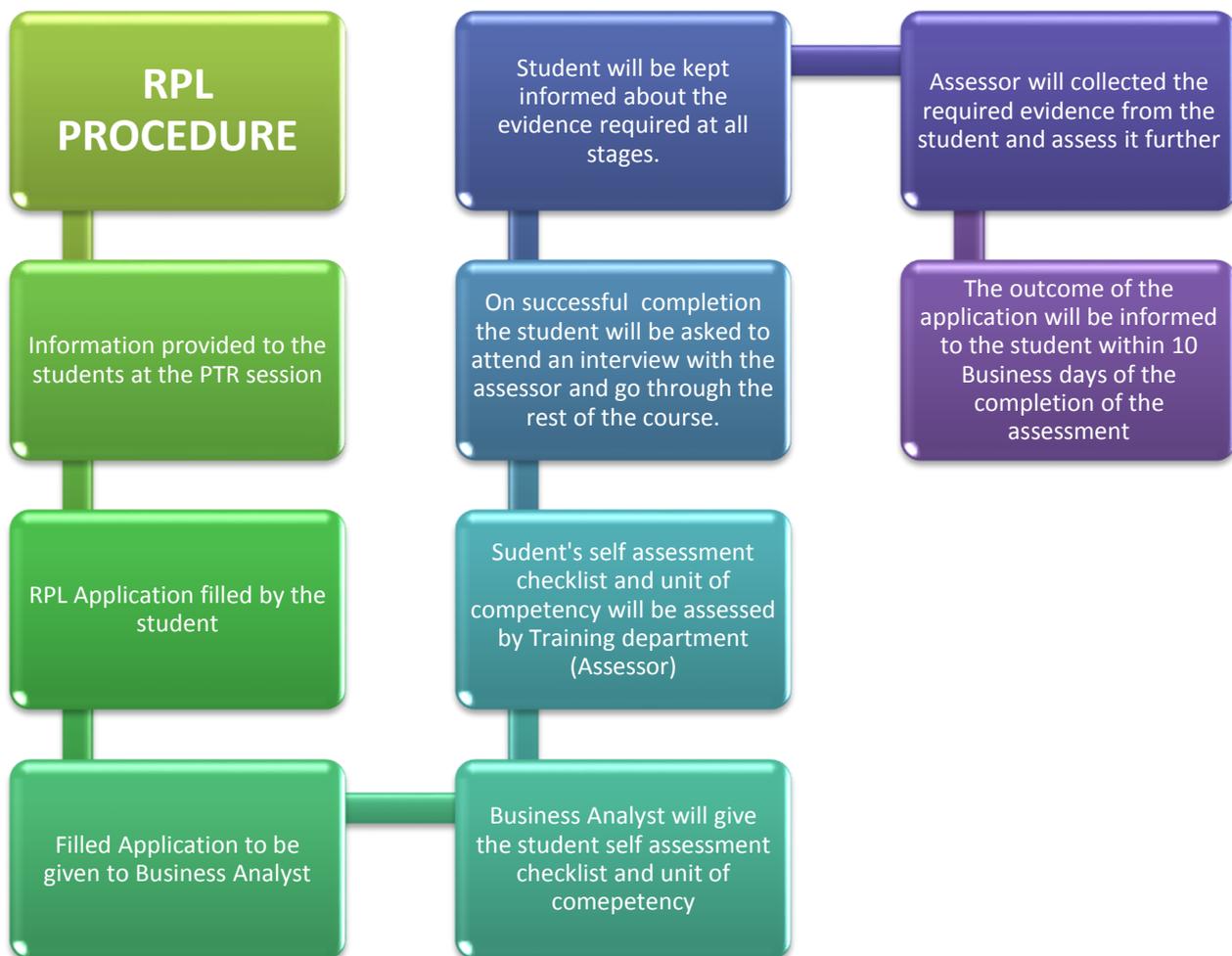
12 months from the date of this version, or as required.

10. Major Version History

Date	Reason for change	Prepared By	Approved By
Oct 2016	New template, Mapping to SRTOs 2015 and to reflect the current practices of Stirling Institute	Quality and Compliance Manager- JS	CEO- AW

11. Flow Chart

11.1. RPL PROCEDURE FLOW CHART



11.2. CREDIT TRANSFER PROCEDURE FLOW CHART

