



## Recognition of Prior Learning and Credit Transfer Policy

### Introduction

“Recognition of prior learning, also referred to as RPL, is the formal acknowledgement of a person's current skills and knowledge, no matter how, when or where the learning occurred.

This is an important assessment pathway, particularly for people who are considering doing some study. The recognition gained may considerably reduce the study time needed to get a qualification.

RPL is a process that should take place at the commencement of a person's training, apprenticeship or traineeship and it can take place throughout the training program.

The RPL assessment may include workplace observation, interviews and professional conversations, work samples and documented evidence.

### Credit transfer

Credit transfer recognises previous formal learning (e.g. university, other qualifications). It uses an assessment of a previous course or subject that an applicant has achieved to determine whether it can be credited to the new course in which the applicant wishes to enrol.

The assessment determines the extent to which your previous course or subject is equivalent to the required learning outcomes of the desired qualification.”

(Source: <http://www.training.qld.gov.au/information/rpl.html> )

### Legislation

- *STANDARDS FOR REGISTERED TRAINING ORGANISATIONS (RTOs) 2015*
  - Standard 1.12
- The National Code 2007
  - Standard 12

### Procedure

- Students will be encouraged to apply for RPL/ Course Credit if applicable
- RPL/ Course Credit form will be used to gather evidence
- Trainers will assess application for RPL. Where RPL is not granted, a moderator will double-check application to ensure a valid and fair process has been used.
- RPL/ Course Credit will be finally signed off by CEO/ Training Manager
- Records will be maintained electronically and in hard copy

Students may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework. Students will be required to provide copies of certificates/ Statements of Achievement from other providers. Where the training package has been superseded, students will have an opportunity to map their qualifications/ competencies to gain the relevant credits.





### **Documentation**

If students are applying for RPL/ Course Credit, they need to complete the BCA RPL Form. The 'RPL/ Course Credit Form' is available at the College Reception. Applications for course credit must be accompanied by full original documentation and;

- a) certified photocopies of relevant pages from the handbook of the institution concerned
- b) complete copy of each subject outline, including subject content by topic and assessment details in percentage terms
- c) certified transcript of results
- d) list of subjects considered equivalent to the College subject for which they are seeking course credit.

The amount of course credit granted will vary in each case and depend on the type and level of courses previously studied, when study commenced or was completed and whether or not the previous study is assessed to be the equivalent to the Certificate/ Diploma subjects at the College.

### **Assessment of Applications**

Requests for course credit will be assessed using the following criteria:

- a) equivalency with regard to the type and level of course studied elsewhere
- b) equivalency of individual subject content, objectives and outcomes
- c) satisfactory performance in the subject previously studied for which course credit is being sought.

A maximum of 50% of the Certificate/ Diploma Program can be granted course credit.

Students will be advised in writing of the outcome of their applications for course credit.

Students who are granted course credit must make an appointment with the CEO to discuss implications for their student visa. International students must maintain if possible a full-time study load and are advised that course credit may cause a reduction in the student visa duration. Students must accept the Credits in writing.

