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**Recognition of Prior Learning (RPL),  
Credit Transfer (CT) Policy and  
Procedure CRICOS**

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# Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy and Procedure CRICOS



## Introduction

House of Learning Pty Ltd, trading as Builders Academy Australia (BAA) ensures that where an International Student applies for and is granted course credit for Recognition of Prior Learning (RPL) or Credit Transfer (CT), that it is appropriately reflected in the Student's enrolment on PRISMS and that the credit awarded is provided and accepted by the Student in writing.

## Purpose

To ensure that BAA systematically and appropriately recognises course credit that is granted for Recognition of Prior Learning (RPL) and Credit Transfer (CT) within the ESOS framework. BAA is proactive in granting course credit for Recognition of Prior Learning (RPL) and Credit Transfer (CT) to Students with suitable prior qualifications, learning or experience. Students are kept informed by BAA by giving the Students a copy of the course credit granted for their records. If necessary, the duration of study is adjusted accordingly on the International Student's Confirmation of Enrolment (CoE) on PRISMS and Students are advised in writing of BAA granting a credit for Recognition of Prior Learning (RPL) or Credit Transfer (CT).

This Policy and Procedure is aligned with the National code of Practice for Providers 2018 Standard 2.

## Scope

This Policy and Procedure applies to all CRICOS registered courses offered by BAA for qualifications and Statements of Attainment (SOA) issued under the Australian Qualifications Framework (AQF) for International Students.

## Responsibilities

Student Administration, Training

## Definitions

**Accepted Student** of a Registered Provider means a Student (whether within or outside Australia):

- (a) who is accepted for enrolment, or enrolled, in a **course** provided by the Provider; and
- (b) who is, or will be, required to hold a Student Visa to undertake or continue the course.

Therefore, Students are accepted into a program and not the organisation. Record keeping periods are applicable to the course enrolment at the time of any event.

**International Student** means International Students or intending International Students on a Student Visa under the Migration Act 1958.

**Course 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. Includes Credit Transfer (CT) and Recognition of Prior Learning (RPL).

**Credit Transfer (CT)** means national recognition, where the unit of competency, module or subject is equivalent and like for like.

**Recognition of Prior Learning (RPL)** means 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.

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## Policy Statement

BAA will ensure that they grant course credit to International Students for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) where the International Student applies for it and must:

- a) Have documented procedures for the granting and recording of course credit;
- b) Provide a record of the course credit granted to the Student, which must be signed or otherwise accepted by the Student, and be placed on the Student's file; and
- c) Retain the written record of acceptance for two (2) years after the International Student ceases to be an accepted Student of the course.

Where BAA grants the International Student course credit which leads to a shortening of the International Student's CRICOS registered course, BAA must:

- a) If the course credit is granted before the International Student Visa grant, indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment (CoE) issued for that International Student for that CRICOS registered course; and
- b) If the course credit is granted after the International Student Visa grant, report the change of course duration via PRISMS under Section 19 of the ESOS Act.

Where BAA accepts an *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)* from an International Student, the assessment of that application must ensure that it complies with the underpinning educational framework of the course and preserves the integrity of the award to which that application applies.

## Procedure

### 1. Granting Course Credit

Initial consideration for granting course credit (if applicable) is carried out by the Pre-Enrolment and Enrolment Team Leader. Course credit will be assessed and granted (if appropriate) at the time of application for enrolment and the adjusted duration will be reflected in the Letter of Offer, Condition Letter of Offer and Confirmation of Enrolment (CoE).

Where it is not possible for the International Student to apply for course credit at the time of enrolment, the International Student's application will be made as soon as practicable after enrolment to allow assessment of the Student's eligibility for course credit.

To gain course credit, the applicant must provide certified copies of evidence with their application for enrolment.

The assessment of the *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)* must preserve the integrity of the award to which it applies, including for example, but not limited to:

- That it meets the underpinning educational framework requirements of the course and that a full set of evidence is available to support any grant of course credit for a satisfactory assessment of Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) under the Standards for Registered Training Organisations (RTOs) 2015 or other relevant accreditation framework;
- That there is sufficient evidence that meets the principles of assessment and rules of evidence, particularly in relation to the areas of authenticity and currency;
- The evidence provided by the International Student is originally in English or has been professionally translated by a National Accreditation Authority for Translators and Interpreters (NAATI) qualified translator;
- That it demonstrates that the evidence provided by the International Student would meet the requirements of an Australian workplace context for the grant of course credit.

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## 1.1 Credit Transfer (CT) (CT)

Credit Transfer (CT) is the recognition of any equivalent study an International Student has previously undertaken. To apply for Credit Transfer (CT), the International Student is required to provide evidence of the accredited study along with the *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)* form.

Credit Transfer (CT) can only be granted if evidence of equivalence has been previously determined through a formal process like a mapping guide, transition arrangements or precedence. Regardless, the unit of competency, subject or module learning outcome must be like-for-like otherwise it is a Recognition of Prior Learning (RPL) process and not a Credit Transfer (CT).

Pre-Enrolment and Enrolment Team Leader must conduct all course Credit Transfer (CT) assessments.

BAA will not charge fees for assessing Credit Transfer (CT) requests.

A successful application for Credit Transfer (CT) may reduce the length of an International Student's course and must be assessed by the training department as this is a training and assessment function. If this occurs before the Visa is granted, BAA will indicate the actual net course duration in the CoE issued for that International Student for that course. If the Credit Transfer (CT) is granted after the Visa grant, the change in course duration is reported via PRISMS under Section 19 of the Education Services for Overseas Students (ESOS) Act.

## 1.2 Recognition of Prior Learning (RPL):

Recognition for Prior Learning (RPL) is an assessment process for the purpose of recognising skills and competencies an individual may have already attained and to provide them with a formal qualification (or Statement of Attainment) from a nationally recognised training package or curriculum.

Individuals wishing to apply for RPL may already have skills and knowledge through:

- Formal or informal training and education
- Work experience
- General life experience

RPL assesses a person's skills and competencies to determine and ensure these are current.

RPL is not required when a person already has the same unit of competency issued by another Registered Training Organisation (RTO). In this case, the concept of National Recognition will apply and Credit Transfer (CT) will be provided to a successful applicant.

Fees for RPL will be calculated on the number of units that are being applied. This will be communicated to the Students at the time of enrolment.

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## Application

RPL application are completed and submitted through the Learning Management System (LMS). Each unit of competency you apply for requires that Students demonstrate having the skills and knowledge relevant to the unit by mapping their work experience, general life experience and any formal and/or informal training against the different elements which form part of each unit of competency.

Students are also required to provide evidence to back up your statements. The evidence must be:

- Current, no more than 18th months old
- Valid, must be relevant to the elements /unit you are providing the evidence for.
- Reliable, can be corroborated as authentic. The assessor will verify all the evidence provided.

This supporting evidence can vary and may include the below:

- A current CV – it is very important this is current and includes tasks relevant to the units for which you are seeking RPL
- Copies of formal and informal training certificates/statements. i.e. Statements of attainment, Certificates, Certificates of Attendance/Participation in workplace education...
- Position Descriptions from previous/current roles
- Job References
- Examples of work documents
- Job contracts
- Documents displaying skills relevant to the units
- Videos demonstrating your skills
- Third party reports
- Observation checklist completed by a supervisor
- Membership of relevant professional associations

Once you have completed the RPL application and uploaded all evidence, you are able to 'submit' the application for assessment.

A successful application for RPL may reduce the length of an International Student's course and must be assessed by the training department as this is a training and assessment function. If this occurs before the Visa is granted, BAA will indicate the actual net course duration in the CoE issued for that International Student for that course. If the RPL is granted after the Visa grant, the change in course duration is reported via PRISMS under Section 19 of the Education Services for Overseas Students (ESOS) Act.

## 2. Conditions

International Students need to confirm in writing and via their signature that:

- 2.6.1** Course credit has been offered to them as a result of their *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)*
- 2.6.2** The amount of course credit granted to the International Student;
- 2.6.3** The course credit reduces the expected course duration as reflected on the Letter of Offer or CoE;
- 2.6.4** Acknowledgement that if the course credit is accepted by them, that it will or will not reduce the expected course duration on their CoE;
- 2.6.5** Confirmation by the International Student of acceptance of course credit granted or rejected.

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In the instance where an International Student provides certified copies of results from a previous Provider and that International Student applies for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), BAA will, upon verifying these records, recognise these units of competence previously studied with another Provider.

Where an International Student provides certified copies of results from a previous Provider and that International Student does not apply for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), upon receipt of these results, BAA will again offer the International Student Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), however, should the International Student decline this offer, the Student will need to acknowledge this rejection of the offer by signing the declaration 'Recognition of Prior Learning (RPL) and Credit Transfer (CT) Rejected'.

### 3. Recording Course Credit Details

If possible, during the application for enrolment process, International Students who intend to apply for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) need to identify to BAA of their intention to apply for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) and their eligibility for course credit on the Enrolment Form.

Where the International Student has indicated that they have an intention to apply for course credit but it has not been applied for at the enrolment process stage, the International Student will again be asked to complete an application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) upon arrival and, should they reject this offer, the Student will acknowledge this rejection of the offer by signing the declaration 'Recognition of Prior Learning (RPL) and Credit Transfer (CT) Rejected'.

International Students who, outside this process, still wish to apply for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), will be advised to complete an Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) which will be made available to the International Student upon request.

Upon receipt of the Enrolment Form, the Enrolment Team Leader will forward the application form to the Senior Trainer who will assess the evidence provided or issue an indication of any potential credit that might be applicable. The Enrolment Team Leader will advise Student Administration of the course credit granted and whether there is any revision required to the expected course duration as reflected on the International Student's CoE.

Student Administration staff proceed to prepare and issue a Letter of Offer with the expected course duration as confirmed by Pre-Enrolment and Enrolment Team Leader. The Letter of Offer, together with the *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)* form with the result of the assessment recorded, will be given to the International Student to sign and accept where indicated.

All documentation/evidence, including the International Student's acceptance or otherwise, must be recorded on the *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)* form and provided to the Student Support Services- Team Leader within two (2) business days of the course credit being granted/accepted. Student Administration will record the information on the Student's record contained in the Students Management System.

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International Students who are not satisfied with the outcome of the assessment of their *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)* are provided with information in relation to their ability to access the *Complaints and Appeals Policy & Procedure*.

A copy of all documentation and evidence to support the *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)*, and grant of course credit, will be kept on the Student's file located at BAA.

#### **4. Refund of Fees for Credit Transfer (CT) of Units**

A refund of fees for individual units of competency, modules or subjects attained through the *Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)* process will not be given unless it is a Credit Transfer (CT) and the unit of competency, module or subject learning outcome is like-for-like and the unit of competency, module or subject is not part of a clustered or holistic delivery and assessment arrangement.

Tuition fees may be reduced only if the Student is granted sufficient credits or exemptions to complete the program in a significantly shorter period of time than normal. The final decision on a refund in this situation will be given by the CEO after consideration of an application for refund.

#### **Related Documents**

- Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) Online Platform;
- Application for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT) Form.
- Complaints and Appeals Policy and Procedure;
- Enrolment Form.

# Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy and Procedure CRICOS



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1.0	01.06.2018	BAA	Creation of policy
2.0	18.02.2020	BAA	Policy review and update