

## Recognition of Prior Learning (VET) Policy

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### 1. Purpose

The purpose of the Recognition of Prior Learning (VET) Policy is to outline the framework for granting credit transfer and Recognition of Prior Learning (RPL)/ Current Competence (RCC) at Melbourne Polytechnic.

### 2. Principles

The policy will adhere to the following principles:

1. Melbourne Polytechnic will accept and provide credit to learners for units of competency (unless licensing or regulatory requirements prevent this) where they are evidenced by AQF certification documentation issued by any other RTO or AQF authorised issuing organisation such as a University, or authenticated VET transcripts issued by the Registrar.
2. Melbourne Polytechnic will assess equivalence and record RPL for overseas qualifications ensuring the integrity of the award and compliance with underpinning educational requirements.
3. The assessment of RPL will comply with the assessment requirements of the relevant training package or VET accredited course; and is conducted in accordance with the Principles of Assessment. (Standards of Registered Training Organisations (RTOs) 2018.
4. Decisions are evidence-based, transparent and applied consistently, fairly and in a timely manner.
5. Unnecessary barriers to accessing qualifications are eliminated.
6. Prospective and enrolling students are made aware of the opportunity to apply for Credit Transfer and/or RPL/RCC and associated costs prior to enrolment.
7. Evidence received to support an application is required to be verified as authentic and correct
8. Assessors with the relevant qualifications, skills, knowledge and vocational competency and currency will be assigned to undertake Credit Transfer and/or RPL/RCC assessments.

### 3. Scope

This policy applies to all current and prospective students of Melbourne Polytechnic VET courses and staff involved in the granting of Credit Transfer and/or RPL/RCC in a Melbourne Polytechnic VET course.

### 4. Granting Credit Transfer

- 4.1 Credit Transfer is granted for successfully completed qualifications, skills sets and units of competency that are equivalent in content and learning outcomes as defined by the training package and the unit/s has:
  - a) Exactly the same code and title, even if it is not from the same Training Package.
  - b) Been reviewed and this has resulted in minor changes to the unit code or title e.g. A code to B code. (This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.)

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- c) Been transferred from another Training Package/curriculum and re-coded, however the learning outcomes remain the same.
- 4.2 For non-equivalent units of competency, prior to granting any Credit Transfer, analysis must be undertaken to determine the equivalence of the study completed with the relevant units.
- 4.3 Credit Transfer will apply where the qualifications, skill sets or units of competency are included on the Institute's current Scope of Registration.
- 4.4 Credit Transfer may be granted up to 75% of a qualification.
- 4.5 International students who as a result of course credit receive a reduced study load, will be eligible for a fee discount where the course credit results in a full-term reduction. Where any unit are required to be studied in a term, full international student fees are required to be paid
- 4.6 Credit Transfer will normally be granted once per program of study.
- 4.7 Applications will normally be submitted at time of enrolment.

## **5. Granting Recognition of Prior Learning (RPL)**

- 5.1 Recognition of Prior Learning is granted where a student is deemed competent based on formal or informal training, workplace experience or life experience.
- 5.2 Recognition of Prior Learning will apply where the qualifications, skill sets, units of competency are included on the Institute's current Scope of Registration.
- 5.3 Recognition of Prior Learning may be granted up to 100% of a qualification.
- 5.4 Sufficient evidence must be provided to accurately complete the assessment. The evidence provided must be current, authentic, reliable and valid.
- 5.5 Applications will normally be submitted within 3 months following enrolment.
- 5.6 Fees are charged at the same hourly rate as that which applies to domestic students Eligible for a Government Subsidised Place under the Skills First Program.
- 5.7 International students will be charged for RPL at the same rate as domestic students as detailed in 5.6 above.
- 5.8 International students who as a result of RPL receive a reduced study load, will be eligible for a fee discount where the RPL results in a full-term reduction. Where any units are required to be studied in a term, full international student fees are required to be paid.

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### 6. Granting Recognition of Current Competence (RCC)

6.1 Recognition of Current Competence is granted where a student has successfully completed a unit of competency and can demonstrate currency. Competency may be determined via reassessment.

6.2 The evidence provided by the student must demonstrate that they are still competent and must be from either the present or very recent past.

### 7. Request for Review of Decision

- 7.1 Where a student is dissatisfied with the decision relating to an application for credit transfer or Recognition of Prior Learning (RPL)/ Current Competence (RCC), they should discuss their concerns with the relevant Teacher/Assessor/Program Lead in the first instance.
- 7.2 If required, the application will be reviewed by an alternate assessor and the student informed of the outcome.
- 7.3 If the issue remains unresolved, the student can then lodge a complaint in accordance with the Student Complaints and Appeals Policy.

### 8. Definitions

For this policy, the following definitions apply:

Credit Transfer: A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (AQF). It relates to previous successful study at Melbourne Polytechnic or previous successful study at another TAFE institution or organisation.

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 academic credit and recognition of prior learning. (National Code of Practice for Providers of Education and Training to Overseas Students 2018)

Evidence: Information gathered to support a judgement of competence against the relevant unit/s of competency. Evidence can take many forms and be gathered from a number of sources.

Recognition of Current Competency (RCC): Recognition of current competency applies if a client has previously successfully completed the requirements for a unit of competency and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are nationally recognised.

Recognition of Prior Learning (RPL): An assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);

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- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

**Skill set:** A single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.

**Unit of competency:** The specification of the standards of performance required in the workplace as defined in a training package.

## 9. Responsibility and Accountability

Task	Responsibility	Notes
<ul style="list-style-type: none"> <li>Provide current, relevant, valid, verifiable information to support an application for credit transfer or RPL/RCC</li> </ul>	Student	
<ul style="list-style-type: none"> <li>Provide prospective and enrolling students with information on credit transfer and/or RPL/RCC and associated costs prior to enrolment</li> <li>Verify evidence received to support a Credit Transfer application</li> <li>Ensure decisions are consistent and fair</li> <li>Ensure application assessments are completed in a timely manner</li> <li>Document decisions and advise the student of the outcome</li> </ul>	Teacher/ Program Lead	
<ul style="list-style-type: none"> <li>Manage and support the implementation of the Policy</li> <li>Maintain Credit Transfer/RPL/RCC register</li> <li>Contribute to continuous quality improvement processes</li> </ul>	Department Manager	
<ul style="list-style-type: none"> <li>Prepare bi-monthly report on the amount of credit/RPL/RCC granted to ascertain consistency in application of credit and/or RPL</li> </ul>	Program Lead/Department Manager	

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Task	Responsibility	Notes
and submit to School Board		
<ul style="list-style-type: none"> <li>Monitor and report credit transfer/RPL/RCC practices to Academic Board</li> <li>Contribute to the continuous quality improvement process</li> </ul>	Learning and Teaching Committee	

## 10. Supporting Documents and Templates

### Melbourne Polytechnic Policies and Procedures

Credit Transfer and Recognition of Prior Learning/Current Competence (VET) Procedure (To Be Developed)

[Skills Recognition Application Form](#)

[Skills Recognition Application Record Form](#)

[Confirmation of Skills Recognition Application Form \(RPL\)](#)

[Skills Recognition Summary of Evidence and Methods of Assessment Form](#)

[Summary of Skills Recognition Form](#)

[Student Complaints and Appeal Policy](#)

[Student Complaints and Appeal Procedure](#)

### Legislation

[Australian Qualifications Framework](#)

[ASQA's VET Quality Framework](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(Standard 2\)](#)

[Standards for Registered Training Organizations \(RTOs\) 2015](#)

[Users Guide to the Standards for RTOs 2015](#)

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### 11. Policy Control

<b>Approving authority</b>	<i>Academic Board</i>
<b>Date approved</b>	<i>30 August 2019</i>
<b>Date effective</b>	<i>30 August 2019</i>
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