



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

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to define Minerva College's (the College) process for students who wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT).

2.0 Responsibility

- 2.1 The Chief Executive Officer is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application.

3.0 Requirements

- 3.1 *Standards for Registered Training Organisations (RTOs) 2015*

4.0 Definitions

- 4.1 **Recognition of Prior Learning (RPL):** is an assessment process that assesses an individual's existing competency against the requirements of one or more units of competency. An individual may have previously acquired certain skills and knowledge through formal, non-formal and informal learning, and RPL is a way of recognising their existing competency so they do not have to undertake training and assessment in units (or part thereof) that they are already competent.

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)

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



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).

Using the information contained in the relevant units of competency, the College is able to determine the extent to which an individual meets the requirements of a particular unit of competency or a full qualification.

RPL must be applied for at the start of a course to make sure the appropriate adjustments can be made to your study schedule.

- 4.2 **Credit Transfer (CT):** Students are not required to repeat any unit of competency in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a student provides suitable evidence they have successfully completed a unit of competency at any RTO, the College will provide credit transfer for that unit of competency.

Credit transfer can be granted for any units of competency that have been previously attained and which (a) match units of competency within a course a student will be studying or (b) where units of competency from a preceding Training Package are seen to be equivalent as documented by the Training Package guidelines. Units of competency that are not able to be directly matched will be reviewed to determine whether their content aligns with content within the remaining units of competency in a student's course.

The College recognises all nationally recognised qualifications and unit of competency issued by Registered Training Organisations in Australia.

There is no cost to the student where credit transfer is granted for one or more units of competency.

5.0 Policy

5.1 **RPL:**

- 5.1.1 In accordance with the requirements of the VET Quality Framework, when a student or prospective student applies for RPL, the College will assess the individual's existing competency against the requirements of one or more units of competency as per the student's application.



5.1.2 If a student or prospective student is able to demonstrate competency against the requirements of one or more units of competency as per their application, the College will award the student the unit(s) of competency.

5.1.3 RPL must be applied for at the start of a course to make sure the appropriate adjustments can be made to the student's study schedule.

5.1.4 All students are made aware of the ability to apply for CT throughout the enrolment and induction process of the course.

5.2 CT:

5.2.1 In accordance with the requirements of the VET Quality Framework, when a student or prospective student applies for CT for one or more units of competency, and is able to provide evidence to demonstrate they already hold those units of competency by way of a AQF qualification or statement of attainment issued by other Registered Training Organisations (RTOs), the College will award the student credit for those units of competency.

5.2.2 CT must be applied for at the start of a course to make sure the appropriate adjustments can be made to the student's study schedule.

5.2.3 All students are made aware of the ability to apply for CT throughout the enrolment and induction process of the course.

6.0 Procedure

6.1 RPL:

6.1.1 Student requests to apply for RPL during the enrolment process;

6.1.2 Appropriate qualification is identified at enrolment;

6.1.3 Appropriate competency is identified at enrolment;

6.1.4 The Director of Studies, or nominated representative, will advise student of evidence required;



- 6.1.5 The student will be provided access to the course guide and details of unit competency/elements/performance criteria so they can clearly identify the learning outcomes or competencies they have to apply;
- 6.1.6 If the student believes they have the skills and knowledge to gain recognition in the learning outcomes to industry standards which will satisfy the learning outcomes, the next step is to acquire the RPL Application form;
- 6.1.7 The fee to assess students for RPL is \$350 per unit of competency, which must be provided with the completed application form and evidence. There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL.
- 6.1.8 Student will then collect evidence to support their claim for RPL;
- 6.1.9 Once evidence has been collected, the student must book a meeting with the admissions team. At this meeting they will submit the application form and evidence with the fee for RPL assessment. This process must be completed within two weeks of enrolment;
- 6.1.10 The RPL assessor will then analyse applicants individual experience and qualifications against appropriate learning outcomes/competency statements;
- 6.1.11 If claim matches learning outcomes/competencies – then full recognition is granted;
- 6.1.12 If claim does not match learning outcomes/competencies then further evidence will be requested, this may also involve an interview where applicant will support his/her case. Further evidence must be supplied within two weeks from application date;
- 6.1.13 If further evidence is not recognised or received within the additional two weeks then claim will be rejected, a letter of advice will be forwarded to applicant advising of decision either way;
- 6.1.14 If student wishes to appeal the decision, he/she must inform the College in writing within one (1) week of rejection letter;
- 6.1.15 Students may appeal the decision following the complaints and appeals process, the cost will be little or no cost to student;
- 6.1.16 Letter of advice will be forwarded to student outlining the costs (if any) of appeal process. Once student has paid his/her share of cost for



MINERVA COLLEGE

further process (must be received within one (1) week of request for payment). The appeal will progress forward;

6.1.17 Letter of advice of outcome will be forwarded to applicant within two weeks of final decision;

6.1.18 Completed RPL Application Form with attachments will be placed on the student file and results of application;

6.1.19 Details of the Application and outcome will be recorded on the RPL Assessment Register.

6.2 CT:

6.2.1 Student requests to apply for CT during the enrolment process

6.2.2 Qualifications and statements of attainment issued by any RTO are to be accepted and recognised.

6.2.3 Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.

6.2.4 Credit transfer will not be granted for units of competence or qualifications which are not included in Minerva College's scope of registration.

6.2.5 Credit transfer may only be awarded for whole units of competence.

6.2.6 Students will not enrol only for credit transfer.

6.2.7 Students cannot credit transfer a whole qualification.

6.2.8 Students will be required to present true and certified copies of the relevant statement of attainment or qualification.

7.0 Appeal of Decision

7.1 Minerva College allows applicants to challenge assessment and provision must be made for reassessment in accordance with the Complaints and Appeals – Academic and Non Academic Policy and Procedure.



If you have any suggestions as to how we can improve our performance with respect to our RPL or CT practices, or if you would like further information on anything included in this policy, please contact the College Chief Executive Officer at info@minervacollege.edu.au.

Revision History

Revision	Date	Description of modifications
1.1	24 December 2014	Original
1.2	13 October 2016	Format changes and minor content edits
1.3		
1.4		
1.5		

Approval

Revision	Date	Approved & Endorsed by
1.1	24 December 2014	Executive Management Committee
1.2	13 October 2016	Executive Management Committee
1.3		
1.4		
1.5		