Australian Institute of Science and Technology
RTO Code: 30645 CRICOS Provider Code: 03677G
ABN: 13 103 369 151 ACN: 103 369 151
Level 2, 206–208 Liverpool Road, ASHFIELD NSW 2131 Australia
Ph: +61 2 8054 2052
www.aist.edu.au
info@aist.edu.au

Credit Transfer and Recognition of Prior Learning (RPL)

Policy and Procedures

Contents

Policy

1. This policy supports the Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 and Standard 2 of the ESOS National Code 2018.
2. Australian Institute of Science and Technology ensures that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised and the requirements of the ESOS National Code 2018 Standards are met.
3. Australian Institute of Science and Technology appropriately recognises course credit within the ESOS framework.
4. Australian Institute of Science and Technology has and implements this policy and procedures for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
5. If Australian Institute of Science and Technology grants RPL or course credit to an overseas student, Australian Institute of Science and Technology must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
6. If Australian Institute of Science and Technology grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:
a. Inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
b. Report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.
7. RPL or course credit may reduce the length of a student's course. For international students, if this occurs before visa grant, Australian Institute of Science and Technology will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the RPL or course credit is granted after

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visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS).

8. Credit Transfer as per the definition of the Australian Qualifications Framework - Credit transfer is 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. This is underpinned by the AQF definition of credit as follows: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing

9. Credit transfer is recognition for study already completed, which counts towards further study.

10. Australian Institute of Science and Technology accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
    a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
    b. authenticated transcripts issued by the Registrar

11. The credit transfer application form is available on Australian Institute of Science and Technology website: www.aist.edu.au.

12. Recognition of Prior Learning (RPL) is the formal acknowledgement of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience. It is a pathway form of assessment of a learner's competence in the system.

13. Recognition of Prior Learning (RPL) is an assessment process which determines the credit outcomes of an individual application. The availability of Recognition of Prior Learning (RPL) provides all potential learners with access to credit opportunities.

14. In a Recognition of Prior Learning (RPL) pathway, the applicant provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the applicant and verified by the assessor. Where the outcomes of this process indicate that the applicant is competent, structured training is not required.

15. Applicants are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any classroom opportunities offered should they be unsuccessful in the RPL process.

16. Applications for RPL are assessed using a student RPL Application Kit that is available from Student Services.

17. Australian Institute of Science and Technology supports students who request RPL.

18. This policy applies to Australian Institute of Science and Technology's students and staff.

19. The CEO is responsible for the implementation of the policy and procedures and to ensure that students and staff are aware of its application and implement its requirements.

Procedures for Credit Transfer

Requirements

1. The method section below defines the procedure used for dealing with applications for Credit Transfer.
2. The AQF certification documentation issued by any other RTO or AQF authorised issuing organisation or authenticated transcripts issued by the Registrar must be recognised.
3. Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) with another Registered Training Organisation.
4. Credit Transfer information must be included in information given to students prior to enrolment.
5. All relevant staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
6. Credit Transfer is different from Recognition of Prior Learning.

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Definitions

1. Credit Transfer –applies to situations where students have completed units that are recognised nationally; identical to those they are currently enrolled in, at another Registered Training Organisation.
2. Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for credit transfer.

Method

1. Applicants for Credit Transfer must complete the student credit transfer application form, attach a copy of a certified Award/Transcript or Statement of Attainment and submit the application through email to marketing@aist.edu.au
2. The Academic Manager must check the Award or Statement of Attainment and grant credit transfers for identical units that are recognised nationally that have been identified as being completed at another Registered Training Organisation.
3. The Credit Transfer application will be processed within 10 working days. The student will be notified of the application result by Academic Manager. The Academic Manager will give a written record of the decision to the student to accept. For overseas students, the written record of acceptance from the student will be retained for two years after the overseas student ceases to be an accepted student.
4. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student's file.
5. The completed Credit Transfer application form must be signed by the student and the Academic Manager.
6. The Academic Manger will inform the Marketing Manager regarding the outcome of the Credit Transfer Application.
7. Granting of Credit Transfer must be recorded as a unit outcome in the student's file.
8. After Credit Transfer is granted a student's course schedule must be reviewed and any reductions in the scheduled participation and the reasons for the reduction recorded on the student's Individual Training Plan and placed in the student's file and recorded on the student management system (aXcelerate).
9. For international students, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
10. For international students, if the Credit Transfer leads to a shortening of the student's course:
    a. if the course credit is granted before the student visa grant, the Marketing Manager will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
    b. if the course credit is granted will affect the duration of the course, the Marketing Manager will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
    c. if the course credit granted will not affect the duration of the course, the Marketing Manager will record the course credit in the student's file but does not need to take any other action.
    d. if the course credit granted will affect the duration of the course, the Marketing Manager will record a change of course duration on PRISMS. To do this, the Marketing Manager uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The Marketing Manager then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

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Procedures for RPL

Requirements

1. The Recognition of Prior Learning (RPL) process is structured to minimise the cost and time to applicants whilst retaining the integrity required by the Standards for Registered Training Organisations (RTOs) 2015 to recognise competencies in accordance with the requirements of Training Packages or Curriculum documents.
2. Australian Institute of Science and Technology ensures that any applicant for RPL is provided with the following:
   ➢ Information about the competency and performance criteria relevant to their RPL application
   ➢ Adequate information and support to enable them to gather reliable evidence of competency
   ➢ Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application
3. Competency for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.
4. A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted with a students' RPL application kit.
5. It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes and assessment of a learner's competence.
6. Students who are eligible for credit transfer must not be required to undertake an RPL process. Refer to the Procedures for Credit Transfer.

Method

1. RPL applications are made using a student RPL Application Kit that is available from Student Services.
2. The student RPL Application Kit should be completed and forwarded to the Student Services together with the required fee.
3. A copy of the student RPL Application Kit and all verified supporting documentation is placed on the student file.
4. Australian Institute of Science and Technology will provide RPL applicant's access to the relevant Units of Competency prior to the RPL application being completed.
5. Australian Institute of Science and Technology through its assessor will give the applicant advice on completing the student RPL Application Kit and gathering reliable evidence. Evidence that can be used to support the RPL application can include:
   ➢ A detailed resume
   ➢ Letters from employers
   ➢ An interview with the Assessor
   ➢ Work skills or knowledge
   ➢ Paid or unpaid work experience
   ➢ Life experience
   ➢ Community work experience
   Applicants must provide additional evidence if requested by the assessor.

6. Upon receipt of the RPL Application Kit, a qualified College's assessor will assess the RPL application, sign the form indicating the assessment outcome and advise the Academic Manager of the outcome. Further information or an interview with the student may be required before evaluation of the application is completed. The student will be advised of the decision in writing by the Academic Manager or delegate within 10 working days after the RPL assessment outcome is completed. The Academic Manager or delegate will give a written record of the decision to the student to accept. For overseas students, the written record of acceptance from the student will be retained for two years after the overseas student ceases to be an accepted student.
7. The assessor will assess the evidence submitted in relation to validity, sufficiency, authenticity and currency.

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8. The completed student RPL record must be signed by the student and the assessor.
9. RPL application documentation, assessment processes and outcomes are placed in the student's file.
10. The Academic Manager or delegate will inform the Marketing Manager regarding the outcome of the RPL Application.
11. Granting of RPL must be recorded as a unit outcome in the student's file and student management system (aXcelerate).
12. Students may use Australian Institute of Science and Technology's Academic Appeals Policy and Procedures if they are dissatisfied with the outcome of their RPL application.
13. After RPL is granted, a student's course schedule and training plan must be reviewed and any reductions in the scheduled participation and the reasons for the reduction recorded and placed on the student's file.
14. For international students, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
15. After RPL is granted a student's course schedule must be reviewed and modified to ensure a full-time load and details of this placed in the student's administration file. For overseas students, if the RPL outcome leads to a shortening of the student's course:
    a. if the course credit is granted before the student visa grant, the Marketing Manager will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
    b. if the course credit is granted will affect the duration of the course, the Marketing Manager will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
    c. if the course credit granted will not affect the duration of the course, the Marketing Manager will record the course credit in the student's file but does not need to take any other action.
    d. if the course credit granted will affect the duration of the course, the Marketing Manager will record a change of course duration on PRISMS. To do this, the Marketing Manager uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The Marketing Manager then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

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