

## Recognition of Prior Learning/Credit Transfer Policy

1. **Recognition of Prior Learning (RPL)** is the recognition of existing skills and knowledge, attained from previous study or from work and life experiences, against course outcomes (learning outcome). These can include skills and knowledge from previous study or from work and life experiences.

1.1 Australian Pacific College recognises AQF qualifications and statements of attainment issued by other VET or non-VET training institutions but evidence must be provided to receive RPL. But evidence must be provided to receive RPL (Please see attached RPL evidence forms).

1.2 All RPL must be claimed via the submission of the attached RPL forms. It is the student's responsibility to complete the RPL form completely and include all relevant evidence, certified if necessary.

2. Students who have previously studied and successfully completed one or more subjects containing the same competencies as those offered by Australian Pacific College (APC) can apply for Credit Transfer.

**Credit Transfer** is the recognition of VET study which has been conducted in Australia.

2.1 Students who have previously studied and successfully completed one or more subjects containing the same competencies as those offered by APC can apply for Credit Transfer.

2.2 Credit transfer assesses the *initial course or subject* that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework. APC accepts qualifications from other Registered Training Organisations (RTO).

2.3 To apply for Credit Transfer students will need to submit certified copies of their transcripts prior to starting with APC.

### 3. Conditions for RPL/Credit Transfer

- 3.1 A maximum of 50% RPL/Credit Transfer can be claimed regardless of previous study, work, life experience etc.
- 3.2 All supporting documents supplied must be true and correct, and only certified copies of originals will be accepted
- 3.3 It is the Applicants responsibility to ensure that all necessary documentation is provided for assessment
- 3.4 RPL/ Credit Transfer applications must be received on course application or at least 6 weeks prior to course commencement, whichever is sooner.

3.5 RPL Fees apply please see table below:

RPL Fee
\$ 250 per competency

RPL applications are not valid until all RPL fees and any outstanding course fees are fully paid.

Credit transfer fees: No fees apply to Credit Transfer if clause 3.4 applies.

\* Fees are subject to change at any time

- 3.6 All requests for further information by the college must be submitted within 7 days.
- 3.7 Where a RPL/Credit transfer is granted the student's course duration will be reduced.
- 3.8 Where a request for credit transfer is submitted after the student is granted an eCOE by the college, the student's course duration on their CoE needs to be adjusted to reflect any reduction in the period of study. Any changes made to the course duration needs to be reported to DEEWR via PRISMS. An eCOE fee will apply.
- 3.9 RPL Assessment Outcomes will generally be notified in writing within 21 days of Application. This notification will advise the student to make an appointment with the Course Coordinator to receive the RPL or Course Credit record. The student must sign on receipt of the RPL or Course Credit record. The records will be filled in hardcopy and electronically in the student's file. For questions related to RPL please contact the Course Coordinator.
- 3.10 The College reserves the right to refuse any RPL application prior to course commencement.
- 3.11 The applicant is responsible for paying all postage and handling as necessary.
- 3.12 RPL assessments and decisions made by the college are final.

Students may also apply for Recognition of Prior Learning (RPL) and an exemption from studying those subjects at APC. A formal application is necessary for RPL/Credit Transfer and there may be a fee (if the application is made after Orientation) and successful completion of an APC formal assessment in the specified subject. After the assessments have been finalised, you will be notified of the outcome of your application by letter from the College. If you have any questions related to RPL please contact the Course Coordinator.

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