

Recognition of Prior Learning/Credit Transfer Policy

Introduction

In accordance with standards for Registered Training Organisations Australian Pacific College and Australian Pacific Travel & Tourism (College) determines the amount of training they provide to each learner with regard to

- a) the existing skills, knowledge and experience of the learner;
- b) the mode of delivery;
- c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

1. Recognition of Prior Learning (RPL)

RPL is the recognition of existing skills and knowledge, attained from previous study at non-vocational institutions or from work and life experiences, against course outcomes (learning outcome).

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

2. Credit Transfer

Students who have previously studied and successfully completed one or more subjects containing the same competencies as those offered by the College can apply for Credit Transfer. Credit Transfer is the recognition of VET study which has been conducted in Australia.

- 2.1 The College recognises Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by from other Registered Training Organisations (RTO).but evidence must be provided to receive Credit Transfer. In addition the College accepts authenticated VET transcripts issued by the Registrar of the Student Identifier Scheme.
- 2.2 Students who have previously studied and successfully completed one or more subjects containing the same competencies as those offered by the College can apply for Credit Transfer.
- 2.3 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. The College accepts qualifications from other RTOs.
- 2.4 To apply for Credit Transfer students will need to submit certified copies of their transcripts prior to starting with the College.
- 2.5 If the competencies are not equivalent the student is not eligible for credit transfer but may be considered for RPL.

3. Conditions for RPL/Credit Transfer

In relation to RPL and Credit Transfer the following conditions apply.

- 3.1 All supporting documents supplied must be true and correct.
- 3.2 It is the applicant's responsibility to ensure that all necessary documentation is provided for assessment
- 3.3 RPL/ Credit Transfer applications must be received with the course application or at least 6 weeks prior to course commencement, whichever is sooner.

- 3.4 RPL /Credit Transfer Fees* apply please see table below:

RPL Fee	Credit transfer fee^
\$ 250 per unit of competency	\$100 per unit of competency

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

* Fees are subject to change at any time

^ Credit transfer fees: No fees apply to Credit Transfer if clause 3.3 applies.

- 3.5 All requests for further information by the College must be submitted within 7 days.
- 3.6 Where a RPL/Credit transfer is granted the student's course duration will be reduced.
- 3.7 Where a request for credit transfer is submitted after the student is granted a confirmation of enrolment ("CoE") 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 Department of Education via PRISMS. A CoE fee will apply.
- 3.8 Applicants will generally be notified in writing of RPL Assessment Outcomes within 21 days of application. This notification will advise the student to make an appointment with the academic staff to receive the RPL or Course Credit record. The applicant 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 Student Services.
- 3.9 The College reserves the right to refuse any RPL application prior to course commencement.
- 3.10 The applicant is responsible for paying all postage and handling as necessary.
- 3.11 RPL assessments and decisions made by the college are final.

4. Policy review

This policy will be reviewed as part of the College's three year policy review cycle or as required by regulatory changes.

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