



Virtu Design Institute Pty Ltd (ABN 31 154 273 757) trading as APC Design School | RTO Code: 40530

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

### PREAMBLE

The College recognises that students may come to it with knowledge, skills and abilities from formal education or work/life experiences. The College offers students the opportunity to apply that education or experience to the course they wish to undertake. This policy guides the College in determining how prior learning and credit transfers are to be assessed, granted and applied.

### DEFINITIONS AND ACRONYMS

“**AIMS**” means APC Information Management System and/or the Jobready Student Information Management System

“**AQF**” means the Australian Qualifications Framework.

“**APC**” means Australian Pacific College.

“**CoE**” means confirmation of enrolment.

“**College**” means APC Design School.

“**Course Credit Record**” means the digital record of course credit maintained by the College on the student’s digital file on AIMS/student management system and/or the Jobready Student Information Management System.

“**Credit Transfer**” means the recognition and application of course credit to students for units of competency that are evidenced by AQF certification documentation issued by any other RTO or AQF authorised issuing organisation or authenticated VET transcripts issued by the Design Registrar.

“**Registrar**” means the Student Identifiers Registrar as defined in the Student Identifiers Act 2014 (Cth).

“**RPL**” means the recognition of prior learning.

“**RTO**” means a Registered Training Organisation.

“**VET**” means Vocational Education and Training.

### 1. RECOGNITION OF PRIOR LEARNING

- 1.1 RPL is the recognition of existing skills and knowledge, attained from previous study at non-vocational institutions or from work and life experiences, against those skills



Virtu Design Institute Pty Ltd (ABN 31 154 273 757) trading as APC Design School | RTO Code: 40530

and knowledge identified in the elements of the unit or module they wish to study at the College.

- 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. CREDIT TRANSFER

- 2.1 Credit Transfer is the recognition of VET study which has been conducted in Australia. 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 a Credit Transfer.
- 2.2 The College recognises AQF qualifications and statements of attainment issued by other VET or non-VET training institutions but evidence must be provided to receive a Credit Transfer. The College accepts qualifications from other RTOs.
- 2.3 Credit Transfer assesses the course or subject that the student has completed against the required learning outcomes, competency outcomes, or standards in the College's course or subject they intend to study.
  - 2.4 To apply for Credit Transfer students will need to submit certified copies of their transcripts prior to starting with the College (refer to paragraph 3.3 below) with the attached [Credit Transfer form](#).
- 2.5 If the student is not eligible for Credit Transfer they may be considered for RPL (refer to paragraph 1).

## 3. CONDITIONS FOR RPL/CREDIT TRANSFER

- 3.1 All supporting documents supplied must be true and correct (and translations provided where applicable).
- 3.2 It is the student's responsibility to ensure that all necessary documentation is provided for assessment.
- 3.3 All RPL/Credit Transfer applications and enquiries are submitted to the College.
- 3.4 RPL/Credit Transfer applications must be received with the course application or at least 6 weeks prior to course commencement, whichever is sooner.
  - 3.5 RPL Fees for the APC Design School are published on the Colleges website.



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- 3.6 If the College requires additional information from the student about their RPL/Credit Transfer application, that information must be returned to the College within 7 days of the student receiving the College’s request.
- 3.7 Students will be notified in writing of an RPL assessment outcome within 21 days of receipt of the application. If the College grants RPL or Course Credit the notice to the student must be signed and returned to the College.
- 3.8 Where a RPL/Credit Transfer is granted, the student’s course duration will be reduced.
- 3.9 The acceptance of a RPL/Credit Transfer application received after the student is granted a COE by the College is entirely in the College’s discretion.
- 3.12 The RPL and/or Course Credit Records and the signed acceptance will be filed in the student management system documents and held for two (2) years after the student ceases to be an accepted student of the College.
- 3.13 The student is responsible for paying all postage and handling as necessary.
- 3.14 RPL and Credit Transfer assessments and decisions made by the College are final.
- 3.15 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.

#### 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.

#### POLICY OWNER

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Policy Owner</b> | Learning Innovation Enterprise Unit |
|---------------------|-------------------------------------|

#### RELEVANT LEGISLATION

This document references the following legislation and regulations:

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| <b>RELEVANT LEGISLATION/CODES/STANDARDS</b> |
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Virtu Design Institute Pty Ltd (ABN 31 154 273 757) trading as APC Design School | RTO Code: 40530

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| <b>Commonwealth</b> | National Code of Practice for Providers of Education and Training to Overseas Students 2018<br>VET Students Loan Act 2016 (Cth)<br>Standards for Registered Training Organisations (RTOs) 2015<br>Higher Education Support ACT 2003 |
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## RELATED POLICIES AND PROCEDURES

This document references the following College policies, precedents and/or procedures:

| RELATED POLICIES, PRECEDENTS AND PROCEDURES |                                    |
|---|------------------------------------|
| <b>Precedents</b>                           | RPL forms<br>Credit Transfer forms |

## KEYWORDS

|                 |   |
|-----------------|---|
| <b>Keywords</b> | Recognition of Prior Learning, RPL, Credit Transfer, Competency |
|-----------------|---|

## POLICY HISTORY

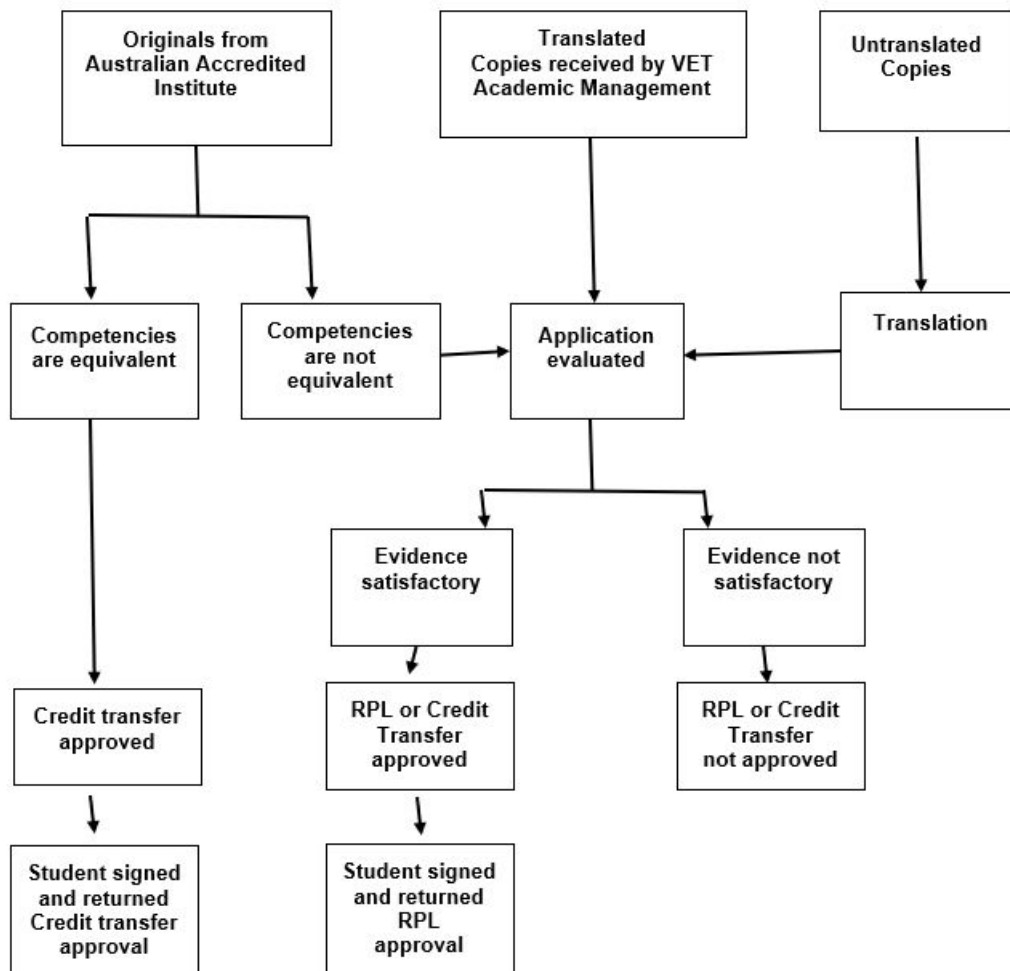
| Current Version                      | Current Version Release date | Author      | Description of Changes   |
|--------------------------------------|------------------------------|-------------|--|
| RPL and Credit Transfer Policy v2.0R | 18 May 2015                  | Sharon Luhr | Original Document  |
| RPL and Credit Transfer Policy v2.1  | October 2017                 | Sara Gaudry | Full update in accordance with the Policy and Procedure Template v1.0 and Guidelines for Drafting Policies and Procedures v1.0 |



Virtu Design Institute Pty Ltd (ABN 31 154 273 757) trading as APC Design School | RTO Code: 40530

|                                       |               |             |   |
|---------------------------------------|---------------|-------------|---|
| RPL and Credit Transfer Policy v 2.3R | January 2018  | Sara Gaudry | Update in accordance with the National Code 2018                        |
| RPL and Credit Transfer Policy v 2.3V | 29 April 2019 | Ron Newman  | VDI trading as APC Design School version of standard APC policy created |

### RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER) - PROCESS





**AUSTRALIAN  
PACIFIC COLLEGE**

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