

Credit Transfer and Recognition of Prior Learning (RPL) Policy

Document Name	Credit Transfer and Recognition of Prior Learning (RPL) Policy		
Approved by	PEO or delegate	Date	29/05/19
Responsible Officer	Director of Studies		
This policy applies to	ECA College and APIC Foundation (RTO Code 45012; CRICOS Provider Code 02644C) Australasian College of Care Leadership and Management (RTO Code 40829, CRICOS Provider Code 03637E) ECA Graduate Institute (RTO Code 91423)		
Related Documents	Student Handbook RPL Kit Enrolment Policy Assessment Policy Credit Request Form		
References and Legislation	Standards for Registered Training Organisations (RTOs) 2015 Standard 1.12 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 2		
Version	Change description	Approved	Effective Date
v19.0	Updated for new logo and alignment with ECA Group.	PEO	1/06/19

1. Purpose

The ECA Group is committed to recognizing the skills, knowledge and competencies of all learners, (potential or actual) regardless of where and how these skills have been acquired. The ECA Group will have in place a policy and procedures to ensure fair, valid, reliable and consistent assessment of all learner's requests.

2. Scope

This policy applies to learners (potential or actual) who are seeking to or are enrolled in ECA Learning's Programs and wish to have their prior knowledge and/or competencies assessed and recognised. It applies to international and domestic student (potential or actual) who are enrolled in Education Centre of Australia Pty Ltd (ECA Group) educational institutions including ECA Graduate Institute (EGI), ECA College (ECAC) and Australasian College of Care Leadership and Management (ACCLM).

The Policy has been developed and implemented to support and provide students and ECA Group College's staff to review and process applications for Credit Transfer received by students. This Policy applies to all cases where a student seeks credit for previously completed and formally assessed learning.

3. Definitions

Item	Definition
Recognition of Prior Learning (RPL)	An assessment process that assesses the competencies of a student that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in a Training Package or VET accredited course
Assessment	The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as specified in a Training Package or VET accredited program and is conducted in accordance with the principles of assessment and the rules of evidence.
Formal Learning	The learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or Statement of Attainment. Credit Transfer (CT) is one of several processes for establishing credit. It provides a means for students to gain credit in an AQF qualification based on completed components of another AQF qualification or other formal learning
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 e.g., in house training conducted by the business
Informal Learning	Refers to learning that result through experience of work-related, social, family or hobby leisure activities i.e., the acquisition of interpersonal skills developed through several years as a sales representative
Credit	Means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program
Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
Credit Transfer	A process that provides credit for a unit of competency previously achieved
AQF	Means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/
Course	Means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO
Current Industry Skills	<p>The knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision in accordance with national Standards for RTOs to ensure that their training and assessment is based on current industry practices and meets the needs of industry.</p> <p>Current industry skills may be informed by consultation with industry and may include, but are not limited to:</p> <ul style="list-style-type: none"> • having knowledge of an/or experience using the latest techniques and processes • possessing a high level of product knowledge • understanding and knowledge of legislation relevant to the industry and to employment and workplaces • being customer/client orientated • possessing formal industry and training qualifications, and training content that reflects current industry practice.

Statement of Attainment	Confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course
Testamur	An official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

4. Policy

The ECA Group will ensure that Recognition of Prior Learning (RPL) and Credit Transfer (CT) is offered to all applicants prior to enrolment and that the process enables a student to have their prior learning and/or competencies carefully considered. ECA will ensure that an individual's prior learning and/or current competencies achieved through formal (credentialed), non-formal or informal (non-credentialed) learning and/or training, work experience or other life experience is appropriate and duly recognised in the form of credit and/or exemption from units of modules within a course or program of study. ECA will have in place procedures to ensure fair, valid, reliable and consistent assessment of all learner's requests. Overall course duration may be reduced if RPL/CT is granted for units of competency.

All students can apply for credit transfer or RPL during the program, but the application must be made no later than 3 weeks prior to the applicable unit commencing. International students can apply for academic credits before or after their Visa approvals.

5. Review and Continuous Improvement

The ECA Group is committed to ongoing monitoring and improvement of its policies and procedures, and to this end has an integrated strategy including:

- The ECA Group Management Team conducting reviews of specific elements of the Credit Transfer and RPL policy and procedures when an application raises a possible problem to be addressed that has not been factored into the existing policy and/or procedure. This will then be referred to the ECA Group General Manager and/or the Management Review Committee for approval.
- Staff at the College with responsibilities relating to the managing of Credit Transfer and RPL are encouraged to submit any concerns about, and suggestions for making improvements to the Credit Transfer and RPL Policy and Procedure to the appropriate Manager in the college who is responsible for ensuring that appropriate responses are reported to the ECA Group for development.
- The Management Team will review and debrief after the complaint and/or appeal concludes. All information will be documented to provide ways of continuous improvement within ECA to prevent similar complaints and appeals from reoccurring. The ECA Group will look at additional training to staff and implement support mechanisms if required.
- The Management Team, managing a yearly review of all ECA's policies and procedures relating to the ESOS National Code, and an annual review of the written Policy and procedures documents, both of which may lead to modifications and improvements.
- The ECA Education Compliance Manager monitoring legislative and regulatory changes to ensure that policies and procedures are updated and fully compliant with the National Code.