

RECOGNITION OF PRIOR LEARNING (RPL), CREDIT TRANSFER (CT) POLICY AND PROCEDURE

1. PURPOSE

Eightfold Institute of Australia (hereafter known as Eightfold Institute of the Institute) is to ensure that the Institute accepts and provides credit transfer and recognition to learners for unit of competency. Credit transfer applies where units of competency are evidenced by other RTO's to meet the Standards for Registered Training Organisations (RTOs) 2015 and training package requirements.

2. SCOPE

The scope of this document applies to students in their application for Credit Transfer and Recognition of Prior Learning.

3. DEFINITIONS

3.1 The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Competency means 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.

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual 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 the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) 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 (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Credit Transfer (CT) Credit Transfer is credit for a unit of competency previously completed by the applicant. The credit may be provided if the unit of competency has an identical national unit code or has been deemed equivalent on the national register of Vocational Education and Training (VET) (training.gov.au), or equivalence established through a mapping process. Credit transfer does not involve delivery of training or assessment of the student's knowledge or skills assessment.

Registrar has the meaning given in the *Student Identifiers Act 2014*.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

4. POLICY STATEMENT

Eightfold Institute will accept and provide credit and recognition to learners for units of competency and/or modules where these are evidenced by other RTO's or authenticated VET Transcripts issued by the registrar for the training products that are on Eightfold Institute's scope of registration only.

5. POLICY PRINCIPLES

Underpinning principles that apply are

- a) Recognition is made available to any person commencing a course with Eightfold Institute.
- b) Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- c) Recognition is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience.
- d) Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- e) Recognition is an Assessment process, and as such is subject to all provisions of the Eightfold Institute of Australia "Assessment Policy".
- f) Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in Eightfold Institute Assessment Policy. (See Assessment Policy)
- g) All students may apply for formal recognition of existing competencies against an AQF qualification / Accredited course / unit of competency /module that Eightfold Institute is registered to deliver.
- h) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- i) Competency may be derived from many sources:
 - i. Work experiences
 - ii. Work product
 - iii. Life experience
 - iv. Training programs offered by industry, private or community based providers which may or may not have been formally recognised
 - v. Training programs undertaken overseas (which may or may not be accredited in that country)
 - vi. Informal learning programs
 - vii. Certification from another RTO
- j) Only accredited and approved assessors will conduct Recognition assessments on behalf of Eightfold Institute of Australia. (See Assessment Policy)
- k) Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- l) Recognition application and assessments are subject to fees as outlined in Eightfold Institute of Australia 'Schedule of Fees'.
- m) The minimum acceptable claim for Recognition is a Unit of competency/module.

- n) Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
- o) Information of Recognition processes and arrangements are provided to all students and prospective students.
- p) An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.
- q) All supporting documentation must be in English.

5.1 Credit Transfer

Credit transfer must be provided to applicants for units of competency (unless licensing or regulatory requirements prevent this) where these are evidenced by:

Credit transfer is only available for:

- The same national unit of competency code or the unit/s deemed equivalent on the National Register of VET (training.gov.au), or
- Where equivalency of the unit outcomes has been established (evidence of equivalence must be provided to support this); or

In order to validate competency, the Institute reserves the right to request a student undertake a skills assessment regardless of the percentage of credit being applied for, if the Institute as part of its due diligence, is unable to verify the validity of the student's statement of attainment.

Eightfold Institute recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.

Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory to verify authenticity. Original Certification documentation will be returned to the applicant.

Eightfold Institute are not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. student cannot complete all of their learning and assessment with another RTO and request Eightfold Institute to issue the qualification under Recognition)

6. APPEALS

Students have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

7. ACCESS AND EQUITY

Students have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

6. RECORDS MANAGEMENT

All documentation from Recognition processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

7. MONITORING AND IMPROVEMENT

All Recognition practices are monitored by the CEO and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

Recognition Procedure

The stages of the RPL process are:

- If a student wants to apply for RPL with Eightfold Institute of Australia, the student services will discuss with the student to determine if the student already possesses certification documentation relevant to unit/modes from another RTO.
- If student already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer procedure below.
- If the student does not have certification documentation relevant to unit/modes from another RTO:
 - Explain the process of RPL and requirements regarding assessment.
 - Provide student with 'RPL Application form'.
- Student will complete the application form and submit it to Eightfold Institute, along with their detailed CV, any previous qualifications attained, supporting evidence and employment history.
- Inform students assessment requirements, including:
 - i. Expectations of the student;
 - ii. Types of evidence;
 - iii. RPL assessment process;
 - iv. Principles of assessment;
 - v. Rules of evidence;
 - vi. Submission timeframes.

Once received by Eightfold Institute, Qualified Assessor review the application form and other documents.

- If successful, student is provided with RPL unit template, guide to RPL that consist of each unit of competency that student wish to be awarded RPL for.
- If not successful, student is notified via email with rationale for decision and advised to commence course.
- The assigned assessor completes the RPL assessment within one week of receiving

the portfolio,

- Once the written evidence has been assessed the student is advised to book in for a competency conversation (if required) with the assigned assessor,
- The results are sent to the student,
- If the result is Competent, the qualification is awarded - as per the Issuing AQF Qualifications Policy,
- If the result is Pending - more evidence will be required from the candidate.
- The RPL assessor may contact the candidate regarding the application to clarify any details provided within the portfolio, if necessary,
- All results for RPL assessments will be recorded in the Assessor Record and saved in the student file,
- If the candidate is not able to successfully complete an RPL submission after three attempts, a re-enrolment fee will be required. At this stage, the student may be required to enrol in formal study.
- **When RPL is submitted:**
- The submission is saved into Eightfold Institute's Learning Management System with assessment result.
- The submission is allocated to the Primary Assessor for the course,
- An assessor record is assigned to the submission with a due date of 15 working days.

Credit Transfer Application

Students are required to provide the following:

- Evidence of completion of units of competency by submitting a certified copy of certificates and transcripts from previously attained qualifications/courses or units of competency to Eightfold Institute or access to the student's USI platform,
- If the application is successful, the awarded credits will be applied to the student's qualification in Eightfold Institute's AVETMISS 8 compliant student management system (SMS),
- The credit transfers will be listed on the assessment record,
- The credit transfers awarded will be listed as 'CT' on the student's testamur and record of results on completion of their training with CAL.

To Apply for a Credit Transfer

- If a student wants to apply Credit Transfer with Eightfold Institute of Australia, the student services will discuss with the student and sent an email to complete 'Credit Transfer Application Form.
- Student needs to complete 'Credit Transfer Application Form' and submit Certified copies of SOA's (or the permissions to access the students USI file online).
- Student Services will advise the student via email of the outcome of their credit transfer application. This will normally be within 10 days of submitting the application, provided a fully completed 'Credit Transfer Form' and required certified documentation has been submitted.
- Submission of an application for credit transfer does not mean credit transfer has or will be granted. The result of an application will be one of the following outcomes for each unit of competency applied for:
- Credit granted – The unit of competency is aligned or deemed equivalent. The result 'CT' will be entered in the student's record in the Learning Management System (LMS).
- Credit not granted - The unit of competency is not aligned or deemed equivalent on the National Training Register. There will be no result entered in the student's record in the LMS