



RTO Code: CRICOS Code:

National Code 2018

Standard 3 - Recognition and Credit Policy

1 PURPOSE

The objective of the Recognition and Credit Policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised. This policy and the corresponding procedure provide a process for assessing and recognition of prior learning and credit transfers and granting and recording of the subsequent course credits, whilst preserving the integrity of the award and complying with the underpinning requirements of the course/award to which it applies. (2.3)

2 SCOPE

Applicants, whether they are current or prospective students, will be offered an outcome to meet their specific circumstances within Award Academy Australia's (the Academy) Scope of Registration, subject to the fees and charges outlined below (subject to change and review annually).

3 DEFINITIONS

Credit Transfer	A process of the RTO accepting and acknowledging credit for units of competency that are: <ul style="list-style-type: none">• AQF certification documentation issued by another RTO• AQF authorised issuing organisation such as University• Authenticated VET transcripts issued by a Registrar
Recognition of Prior Learning	A means to receiving recognition of a competency (or competencies) as a result of any previous learning acquired, regardless of where or how the learning was acquired The RPL assessment process may assess a student's 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.
Formal learning	Any learning that occurs place through a structured program of instruction and is linked to the attainment of a formal qualification or award, such as certificates, diplomas or higher education degree
Non-formal learning	Any learning that occurs through a structured program of instructions without resulting in a formal qualification or award such as in-house training and business-run professional development or on-the-job training
Informal learning	Any learning results through experience of work-related, social, hobby or community work such as cash handling skills through several years as a treasurer of a club
Course Credit	Any exemption from enrolment and study in a part of a course due to Credit Transfer or RPL.

4 POLICY STATEMENT

Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Course Credit formerly assessed.

4.1 ASSESSMENT OF RPL APPLICATIONS:

- 4.1.1 The RPL Policy is to be consistent with the Access and Equity Policy.
- 4.1.2 Only accredited assessors will conduct RPL assessments on behalf of the Academy. All RPL assessments are to comply with the requirements detailed in the training product documentation (or as per VET accredited course where applicable)
- 4.1.3 RPL Applications are available from the Academy. RPL and Credit transfer options are detailed to the prospective student and options for these are explored during the recruiting pre-enrolment process (see Engagement Prior to Enrolment Policy). (2.1.1)
- 4.1.4 The general principle to be observed is that “As the level of risk increases, there should be a corresponding increase in the rigor of the RPL processes”.
- 4.1.5 The Academy’s RPL Policy is based on National Assessment Principles.
- 4.1.6 the Academy assessment process shall provide for the recognition of prior learning regardless of where this was acquired.

4.2 ASSESSMENT PROCESS REQUIREMENTS

The assessment process will cover the following:

- 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 course where applicable).
- Assessment processes should cover the broad range of skills and knowledge needed to demonstrate competency.
- Assessment of competency should be a process that integrates knowledge and skills with their practical application.
- During assessment, judgments to determine an individual's competency, wherever practicable, are based on evidence gathered on several occasions and in a variety of contexts or situations, including the validation of evidence.
- Assessment processes should be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
- Assessment should cover both on and off the job components of training.
- Assessment processes should provide for the recognition of competencies no matter how, where or when they have been acquired.
- Assessment processes should be made accessible to individuals so that they can proceed readily from one competency standard to another.
- Assessment practices must be equitable to all groups or individuals.
- Assessment procedures and the criteria for judging performance must be made clear to all individuals seeking assessment
- The assessment approach should be participatory – the process of assessment should be jointly developed / agreed between the assessor and the candidate

- The assessment evaluation will include the verification of the currency, relevance and authenticity of the documents submitted. A referee check will be conducted where required to confirm the authenticity of evidence and conferring institutions be contacted to validate the document/s presented.
- Opportunities must be provided to allow individuals to challenge assessments and provision must be made for reassessment in accordance with the Complaints and Appeals Policy, Code of Staff Handbook and Client Handbook

4.3 AQF QUALIFICATION RECOGNITION

- 4.3.1 As required by the SRT0 2015 the Academy as an RTO must accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by RTO's.
- 4.3.2 the Academy Assessors must accept and recognise Statements of Attainment and AQF qualifications gained from other RTO's where Nationally Recognised Training, Australian Qualifications Framework or State logos are justifiably used, and competency is determined to be current and relevant. Assessment or re-assessment in such cases infringes an applicant's recognition rights and is non-compliant with the Standards for RTOs 2015.
- 4.3.3 In the event a client / stakeholder wishes to undertake training in a recognised training program for refresher purposes, then they will be advised that the assessment at the learning level will not be necessary, however, may be offered as an option.
- 4.3.4 Where the recognised AQF qualification forms part of another AQF qualification, the client / stakeholder will be enrolled in the additional units only.
- 4.3.5 Clients / Stakeholders with part AQF qualifications will be required to provide documented evidence of their qualifications.
- 4.3.6 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 qualifications can be justified.

4.4 GRANTING OF RECOGNITION AND CREDIT

- 4.4.1 Where RPL or course credit that reduces the overseas student's course length, the Academy will inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course ^(2.5, 2.5.1)
- 4.4.2 When granting RPL or course credit to an overseas student, the Academy must give a letter of notification of the decision to the overseas student to accept and retain. The written record of acceptance must be retained by the Academy for two years after the overseas student ceases to be an accepted student. ^(2.4)
- 4.4.3 Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
- 4.4.4 Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued. ^(2.5.2)

4.5 RECOGNITION FEES

4.5.1 The fees for RPL are as follows:

- Recognition for qualifications up to and including Certificate III will incur a cost as per unit cost chart
- Recognition for Certificate IV will incur a cost per unit cost chart
- Recognition for Diploma and Higher will incur a cost per unit cost chart
- There is no associated cost for AQF Qualification Recognition unless a mapping document has to be developed in this case a fee would apply per unit cost chart.

Certificates or Statements of Attainment will not be issued until all fees are paid and the student has a current USI number.

5 RESPONSIBILITIES

Role within RTO	Area of responsibility
CEO	Approval Authority
CEO	Development/Review
CEO	Monitoring and Evaluation
CEO	Compliance
CEO	Implementation

6 RELATED LEGISLATION AND REGULATIONS

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as ‘the National Code 2018’ Standard 2
- Standards Registered Training Organisations (RTOs) 2015 – Standards 3.5, 4.1 and 5.1
- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001

7 RELATED POLICIES, PROCEDURES AND DOCUMENTS

- Recognition and Credit Procedures
- Formalisation of Enrolment and Written Agreements Policy
- Engagement Prior to Enrolment Policy
- RPL Application Form
- Credit Transfer Application Form
- RPL Register
- Credit Transfer Register
- Letter of Offer and Acceptance of Offer

STANDARD 3

Formalisation of enrolment and written agreements

- 3.1 The registered provider must enter into a written agreement with the overseas student or intending overseas student, signed or otherwise accepted by the student, concurrently with or prior to accepting payment of tuition fees or non-tuition fees. A written agreement may take any form provided it meets the requirements of the ESOS Act and the National Code.
- 3.2 If the overseas student or intending overseas student is under 18 years of age, the written agreement with the overseas student or intending overseas student must be signed or otherwise accepted by the student's parent or legal guardian.
- 3.3 In addition to all requirements in the ESOS Act, the written agreement must, in plain English:
 - 3.3.1 outline the course or courses in which the student is to be enrolled, the expected course start date, the location(s) at which the course will be delivered, the offered modes of study for the course, including compulsory online and/or work-based training, placements, and/or other community-based learning and/or collaborative research training arrangements
 - 3.3.2 outline any prerequisites necessary to enter the course or courses, including English language requirements
 - 3.3.3 list any conditions imposed on the student's enrolment
 - 3.3.4 list all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences)
 - 3.3.5 provide details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply
 - 3.3.6 set out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the *Privacy Act 1988*
 - 3.3.7 outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals)
 - 3.3.8 state that the student is responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees
 - 3.3.9 only use links to provide supplementary material.
- 3.4 The registered provider must include in the written agreement the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of tuition fees and non-tuition fees in the case of student default and provider default:

- 3.4.1 amounts that may or may not be repaid to the overseas student (including any tuition and non-tuition fees collected by education agents on behalf of the registered provider)
 - 3.4.2 processes for claiming a refund
 - 3.4.3 the specified person(s), other than the overseas student, who can receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act
 - 3.4.4 a plain English explanation of what happens in the event of a course not being delivered, including the role of the TPS
 - 3.4.5 a statement that “This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies”.
- 3.5 The registered provider must include in the written agreement a requirement that the overseas student or intending overseas student, while in Australia and studying with that provider, must notify the registered provider of his or her contact details including:
- 3.5.1 the student’s current residential address, mobile number (if any) and email address (if any)
 - 3.5.2 who to contact in emergency situations
 - 3.5.3 any changes to those details, within 7 days of the change.
- 3.6 The registered provider must retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student.