Credit transfer RPL Policy and Procedure

Credit Transfer

a) Credit transfer refers to the transferral of academic credit obtained by students/learners through participation in a qualification's unit (s) of competency or national training package qualifications with other CRICOS providers (**i.e., only Australian providers**), towards those unit (s) of competency that are offered by SCPE under a Qualification / Course. Credit transfer is granted on the basis that the credit validates the student's competency within the relevant qualification / unit (s) of competency as per Australian Qualification Framework (AQF) policy.

b) Credit transfer of the unit (s) of competency is available to all international students enrolling in any competency (ies) offered by SCPE. The staff will conduct an **Interview** to ascertain credit transfers. Credit transfer only applies to the unit (s) of competency obtained by International students from VET Australian CRICOS providers.

c) Generally, Students' completed unit codes will either match with SCPE Providers' unit codes, or be equivalent to the current units on offer. Overall, the amount of credit awarded depends on how closely the units which students have completed are related to the equivalent subjects in your enrolment units.

d) Credit Transfer is only granted for the whole unit, and not partially.

e) Credit transfer allows the candidate to reduce the time, cost and study load associated with achieving a qualification. There is no charge for processing Credit Transfer applications. There is a pro-rata reduction in course fees if Credit Transfer is applied for and granted.

Recognition of prior learning (RPL) Policy

a) Recognition of prior learning (RPL) is a type of **assessment** that recognises competencies currently held, regardless of how, when or where the learning occurred against the requirement of unit (s) of competency that SCPE offers. These competencies may be attained through any combination of formal or informal training and education, work experience or general life experience.

b) International Students who are overseas during Enrolment phase, cannot be assessed for RPL as students need to be physically in the country for RPL assessment. Only Credit transfers will be awarded to international students who are applying from overseas. For all overseas applicants looking to apply for RPL, will be invited during SCPE's Orientation to complete an RPL Application Form, pay the fee and start RPL assessment. RPL grants will result in adjusting the current eCoE and visa duration may be affected as a result of RPL award.

c) Recognition of prior learning (RPL) is provided and assessed at the level of each unit of competency. Course duration is adjusted at the level of each unit of competency.

d) Unlike credit transfers, there will be eCoE issued for RPL assessment.

e) To achieve RPL, the assessor must be confident that the student is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework relevant to the unit. The evidence may take a variety of forms and could include previous certification, formal RPL assessment, references from past employers, testimonials from clients and work samples.

f) Assessors are to follow the training and assessment strategy and RPL System (collection of documents, tools and assessments) to assess students on RPL.

g) RPL Assessment *MUST* meet principles of assessment (Fairness, flexibility, validity, reliability).

h) The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient. SCPEappreciates the value of workplace and industry experience and recognises that students/learners will acquire vocational skills and knowledge from a variety of sources other than formal training. These skills are legitimate irrespective of how they were acquired and the RPL process is designed to

provide validation of such relevant skills.

i) The student will complete the **Enrolment Form** and **Interview** by which SCPE staff will know about RPL eligibility (see Enrolment Policy & Procedure). Like credit transfers, RPL may also result in shorter eCoE, however, unlike Credit transfers, RPL assessment attracts fee.

j) An essential requirement of RPL is that students can prove that they **<u>currently</u>** have the required competencies in the unit applied for. An RPL application may only be made after enrolment and Interview completion and payment of RPL fees and must be made using the Enrolment form that will be available during orientation.

k) RPL in a unit will only be granted after students have completed the institute RPL assessment requirements for that unit. Students are required to submit documents, references, portfolio and other docs as per the RPL System of SCPE.

PROCEDURES

Credit Transfer (CT)

a) SCPE staff who deals with assessing information provided by the potential student via Enrolment Form, Interview and documentation will identify students for Credit Transfer eligibility.

b) If the student information from **Enrolment Form** & **Interview** is not clear, SCPE's staff is to collect further information relating to credit transfers via email or phone call after Interview. Furthermore, SCPE's Enrolment Form also has a place where students can tick credit transfer column. Credit transfer attracts **no fees.** However, SCPE staff has to verify students' original or attested documents for originality.

c) After the verification of academic documents (e.g., statements of attainment, record of results, academic transcript must be in English language or must have valid English translation) the SCPE's staff will map studies completed by students with the SCPE's qualification units. If the unit of competency *(Code, name)* matches with the prior completed study of the overseas student, the student will be awarded credit transfers. This will result in altered fee and course duration.

d) If the student receives CT, the students will be notified by way of writing and asking students to accept CT by way of signing the **student offer and written agreement.** The paperwork is to be retained by the student for 2 years. The staff will amend the credit transfer information by adjusting course duration and tuition fees. If the student accepts the student offer by signing course acceptance written agreements, SCPE **CEO** will create eCoE accordingly by adjusting the duration relevant to CT grant.

e) Candidates also have access to the RTO's appeal policy if they are unsatisfied with CT assessment outcome. The assessor will also alert students to Appeal Process tapping CT.

f) Although, SCPE staff is advisable to assess credit transfer prior to the issuance of eCoE, however, if the credit transfer (CT) is granted after the student visa grant, SCPE staff will report the change of course duration via PRISMS under section 19 of the ESOS Act within **14 calendar days.**

g) The overseas student is to accept and retain the written record of acceptance for **two (2)** years after the overseas student ceases to be an accepted student.
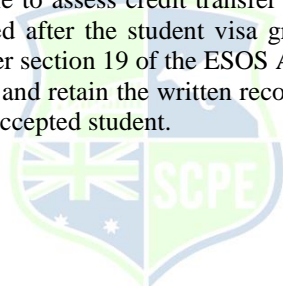
PROCEDURE
Recognition of Prior Learning (RPL)
SCPE RPL process is outlined in detail on the RPL Policy on Recognition of Prior Learning (RPL).

RPL STEPS are the following in this Sequence:

Step 1

The Candidate completes the *Enrolment form* and *Pre enrolment Interview* and indicate to seek RPL assessment for his/her knowledge and skills. The candidate also provides documentary evidence as required by Enrolment Form.

Step 2

The RTO Staff assesses the information provided by the Student via **Enrolment Form** and Pre enrolment Interview and **documents.**

Step 3

The SCPE's staff appoints *the Assessor* to initiate the assessment whether the Candidate is eligible for RPL Assessment for elected unit (s). b)   Unlike credit transfers, there will be eCoE issued for RPL assessment.

Step 4

The *Assessor Maps* the Provided evidence (resume, Work experience, skills, knowledge, Qualifications, references) with *Individual unit of competency* as per the RPL assessment system.

Step 5

The assessor identifies *the Gaps* – Gaps can be seen as skill and / or knowledge gap that is ***not yet addressed*** by the evidence / information provided by the Candidate.

Step 6

At this point, the assessor has good knowledge whether the candidate's existing evidence is sufficient for him to gain RPL for the unit. If not, the assessor invites the Candidate to provide *further evidence* (references, portfolio) to address the gap (s).

Step 7

After the candidate has provided all evidence that he / she could for the skills and knowledge of the unit, assessor conducts *the final assessment.* Assessor is to remember, that each step involves the assessment of Gaps and ways of gaining more evidence.

Step 8

Assessor marks the candidate (*RPL Achieved*) for the unit (s) that the candidate was able to provide complete evidence meeting rules of evidence. Evidence mapping must meet principles of assessment and rules of evidence. If RPL is achieved at Step 8, the next step (*Step 9*) is not necessary.

Step 9

If any evidence is still not addressed, the Assessor identifies the final GAP, and asks the Candidate to undertake training.

RPL Record Retention
The overseas student is to accept and retain the written record of RPL acceptance for two (2) years after the overseas student ceases to be an accepted student.

RPL TIPS FOR ASSESSOR

- RPL assessment is conducted at the level of each unit of competency (not Qualification)
- Each phase of RPL Assessment invariably involves **GAP Assessment and mapping.**
- RPL assessment is a cumulative process of collecting evidence.
- The candidate's RPL eligibility is determined through a Pre-Enrolment Interview (**Enrolment Form, Interview**).
- If the student is identified as eligible, trainers will contact the student to proceed with RPL process.
- Students are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any class/workshop opportunities offered should they be unsuccessful in the RPL process.
- Exemption from enrolment in a part of the course because of previous study, experience or recognition of a competency currently held Includes academic credit and RPL. For RPL, please refer to the 'Recognition of Prior Learning Policy and Procedure.
- RPL Assessment can only occur after the student enrolled with electronic confirmation of enrolment (eCoE).

Grounds for refusal of credit transfer

a) SCPE staff may refuse the credit transfer (i.e., CT, RPL) if the student does not produce genuine evidence against CT (e.g., fabricated transcripts, photocopy of original documents without attestation) and / or RPL (e.g., edited pics for RPL, non-verifiable work history, fabricated endorsements, letters, job description, or false information).

b) SCPE may also not offer credit transfer if the student does not provide valid information in pre-enrolment stage (i.e., Interview& brief interview, Enrolment Form). Credit transfer may be refused if the presented transcripts does not lead to credit transfers (i.e., does not map to existing course units). Course transfer can be refused if the student does not achieve RPL (e.g., if related to RPL assessment) and fails the assessment process.

c) SCPE may refuse RPL if the Student does not have a valid and verifiable experience.

d) However, the students are given a chance to appeal against SCPE decision to refuse credit transfer.

e) All refusal must be communicated in writing by attaching the refusal letter with the student offer.

f) The Grounds of refusal of Credit transfer are to be provided via Email formally to the individual with an invitation to Appeal (if student wishes too).

Appendix A

Applicable National Code 2018

Standard 2.3

The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording credit transfer, if it intends to assess RPL or grant credit transfer. The decision to assess prior learning or grant credit transfer must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
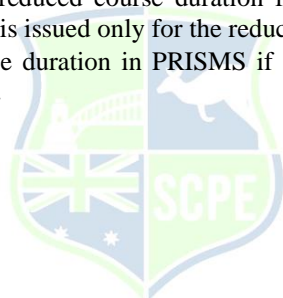
Standard 2.4

If the registered provider grants RPL or credit transfer to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two (2) years after the overseas student ceases to be an accepted student.

Standard 2.5

If the registered provider grants the overseas student RPL or credit transfer that reduces the overseas student's course length, the provider must:

- 2.5.1 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 report any change in course duration in PRISMS if RPL or credit transfer is granted after the overseas student's visa is granted.