

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

Effective Date: December, 2024

Objective

The objective of this policy is to ensure that The Performance College (TPC) appropriately recognizes and applies prior learning and credit transfer for students who may have already completed relevant studies or gained skills through work and life experiences. This policy ensures that credit recognition processes are fair, transparent, and consistent with relevant legislative requirements, including the Australian Qualifications Framework (AQF) and the Standards for Registered Training Organisations (SRT0). It provides students with the opportunity to receive credit for prior qualifications or competencies toward their current course of study.

Scope

This policy applies to all students enrolled at TPC, including domestic and international students, who wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT). The policy outlines the procedures and responsibilities related to RPL and CT, ensuring that these processes are applied consistently and in compliance with relevant laws and regulations.

Definitions

- **RPL (Recognition of Prior Learning):** An assessment process through which students can demonstrate that they meet the required learning outcomes for a qualification or unit of competency based on previous formal, informal, or non-formal learning experiences.
 - **CT (Credit Transfer):** The process of granting credit for units of competency or qualifications that have been completed previously, where the learning outcomes are equivalent to the requirements of a course at TPC.
 - **AQF (Australian Qualifications Framework):** The national policy for regulated qualifications in Australian education and training.
 - **SRT0 (Standards for Registered Training Organisations 2015):** The national standards that ensure registered training organizations (RTOs) provide quality training and assessment services.
 - **International Student:** A student holding a temporary student visa under Australian immigration law.
 - **VET (Vocational Education and Training):** Education and training that focuses on providing the skills and knowledge required for specific careers or industries.
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Policy Details

1. Recognition of Prior Learning (RPL)

- RPL is an assessment process where students can demonstrate their previous learning (formal, informal, or non-formal) to meet the competencies of a qualification or unit of competency.
- Students must submit an RPL application form, along with relevant supporting evidence, to be considered for RPL.
- Evidence of prior learning may include transcripts, certificates, work experience, portfolios, and other documentation to demonstrate the student's knowledge and skills.
- TPC assesses RPL applications based on the following criteria:
 - **Authenticity:** Evidence must be valid and demonstrate actual learning.
 - **Currency:** The learning outcomes must be relevant and up to date.
 - **Quality:** The learning must meet an acceptable standard.
 - **Relevance:** The prior learning must be applicable to the course of study.
 - **Transferability:** The learning outcomes must be applicable beyond the context in which they were originally gained.
 - **Comparability:** The prior learning must align in content and standard with TPC's course requirements.

2. Credit Transfer (CT)

- Credit Transfer allows students to gain credit for previously completed courses or units that are equivalent to TPC's offerings, provided that the qualification was awarded by a registered training organization (RTO) or an AQF-authorized issuing body.
- Students must submit original or certified copies of transcripts or qualifications to apply for Credit Transfer.
- Credit Transfer applications must be submitted at least 6 weeks prior to course commencement. If applying post-enrolment, the student must submit the relevant documents within the specified timeframe.
- Credit Transfer will not be granted for formal studies completed more than 10 years prior unless the study is still deemed relevant to the course.
- TPC evaluates credit transfer requests based on the following:
 - Alignment of the previous study with TPC's units of competency.
 - Duration and quality of prior study, including learning outcomes and assessment methods.

3. General Principles for Granting Credit (RPL/CT)

- All credit decisions must be evidence-based and transparent.
- The credit granted must not compromise the integrity of the course or qualification at TPC.
- RPL or CT applications will be assessed in a fair and consistent manner, following TPC's academic policies and procedures.
- The granting of credit will reduce the duration of the course where applicable.

Responsibilities

1. CEO

- The CEO will ensure that RPL assessments are conducted in line with TPC's policy and academic standards.
- The CEO will ensure that all Credit Transfer decisions comply with TPC's policy and the relevant AQF standards.

2. Academic Team

- The Academic Team is responsible for overseeing and approving RPL and Credit Transfer decisions.
- The Academic team is responsible for assessing and making recommendations for RPL applications.

- They will review all decisions quarterly to ensure alignment with academic standards and fairness.
 - 3. **Administration Team**
 - Administration team is responsible for assessing and making recommendations for Credit Transfer applications.
 - Responsible for processing all RPL and Credit Transfer applications.
 - Ensure that all decisions are documented and communicated to the student.
 - Record and report the outcomes of RPL and Credit Transfer applications in TPC's student management system and PRISMS (for international students).
 - Provide regular reports to the Academic Team and CEO regarding RPL and Credit Transfer outcomes.
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Procedures

1. **Application Process for RPL and Credit Transfer**
 - Students wishing to apply for RPL or Credit Transfer must complete the relevant application form available on TPC's website .
 - The student must submit all required supporting documentation, including certified copies where applicable.
 - The application must be received prior to the commencement of the course, or at least six weeks before the start date.
 2. **Assessment Process**
 - The Academic Team (for RPL) and the Administration Team (for Credit Transfer) will review the application and supporting documents to assess whether the student's prior learning or qualification is equivalent to the TPC course requirements.
 - Assessments will be completed in a fair and timely manner. RPL applications will be assessed within 14 days, and Credit Transfer decisions will follow the same timeframe.
 3. **Notification of Outcome**
 - Students will be notified of the outcome of their RPL or Credit Transfer application within 14 days of submission.
 - If credit is granted, the student's course duration will be adjusted accordingly.
 4. **Appeal Process**
 - If a student disagrees with the decision made regarding their RPL or Credit Transfer application, they can appeal the decision following TPC's Student Complaints and Appeals Policy.
 5. **Record Keeping**
 - All RPL and Credit Transfer applications, supporting documentation, and outcomes will be stored in TPC's student management system and retained for 2 years after the student ceases to be enrolled at TPC.
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Conditions

- All supporting documents submitted must be accurate, and translations should be provided if necessary.
- RPL and Credit Transfer applications should ideally be submitted with the course application or no later than six weeks before course commencement.
- RPL and Credit Transfer fees are published on TPC's website.
- Students are responsible for covering any additional costs related to the application process, including postage or handling fees.

Policy Review

This policy will be reviewed as part of TPC's yearly policy review cycle or as required by regulatory changes.

Relevant Legislation

This document references the following legislation and regulations:

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
 - Standards for Registered Training Organisations 2015
 - National Vocational Education and Training Regulator Act 2011 (Cth) (NVR Act)
 - Education Services for Overseas Students Act 2000 (ESOS Act)
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Policy Owner: Academic Manager