



Recognition Policy

Australian Paramedical College





Recognition Policy 022

RPL and Credit Transfer

Preamble

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students prior to and at the time of enrolment.

Australian Paramedical College will provide support and guidance regarding RPL and Credit Transfer enquiries to students in a timely manner to support recognition outcomes and where a student's request for recognition information is received and/or where an application for recognition is approved.

Definitions

Recognition of prior learning (RPL) means an assessment process that assesses an individual's formal, non-formal and informal learning, both in the work environment and through life experience, to determine the extent to which that individual meets the requirements specified in the Training Package or VET accredited courses.

Credit Transfer will recognise the outcomes of training achieved from any Registered Training Organisation throughout Australia. However, Australian Paramedical College 'qualifications or VET approved Courses' cannot be attained entirely through credit transfer.

Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on validated evidence and equivalence in content and learning outcomes between matched units of competency and or qualifications.

Currency Where required Australian Paramedical College will review a student recognition application (RPL) to support currency of skills for the unit of competency being considered and relevant to the application of the skills and knowledge across related industries or like environments for the units of competency.

Recognition Costs

Recognition Process	Cost	Additional Information
Credit Transfer	AQF units - Nil unit cost for successful unit credit transfer	The credit transfer is credited against the student's course fee
Credit Transfer	Non AQF units – same cost as RPL (see below)	Nil credit is applied to the student's course
Recognition of Prior Learning	Same cost as unit of competency enrolment *where a student is not successful in the RPL assessment they will be enrolled into the unit for completion or for gap assessment	Nil credit is applied to the student's course fee

Recognition Procedures

- Prior to enrolment, Student that have completed similar course work may request a proposal be developed for credit/RPL that will indicate their suitability for Credit Transfer and/or RPL. Students will be directed to submit relevant qualifications, transcripts, work experience (e.g. Resume) and related documentation for the development of the RPL/Credit proposal.
- Students are advised of the costs of RPL via an RPL/Credit proposal and/or the APC FEE schedule and/or through this policy on enrolment.
- On receipt of a recognition enquiry post enrolment Australian Paramedical College Student Support Staff will request from the potential RPL enrolled student the following:
 - Qualifications and or Transcripts attained
 - Resume/CV
 - Position Description's and/or work experience currency
- The above will be reviewed by the College QPC in Consultation with Trainers & Assessors (paramedics) to identify potential RPL options.

Student will be provided with the following on request to support RPL

- RPL overview information,
- Course self-assessment form and
- Recognition Application form

These documents are available and accessible to staff via the QMS.

- Australian Paramedical College will ensure that the student RPL overview and information contains accurate advice concerning the RPL process, costs and the RPL assessment pathway to support issuance of statements of attainment or qualifications.
- Students will be supplied, via the student learning platform, the relevant Student RPL Assessment Kit/Guide for the RPL units of competency approved and/or requested for completion and return via upload to the learning platform for the assessor.
- On receipt of the uploaded and completed Student RPL Kit/Guide and required portfolio of evidences the assessor will apply the date of receipt in the kit, review the evidence and arrange/request a ZOOM meeting with the student and conduct a competency conversation to support the RPL process and assessment activity.
- The RPL assessment judgment is guided by the RPL assessor kit and outcomes are recorded. The Zoom meeting are recorded for evidence and the final outcome/decision of the RPL assessment is forwarded to the student and the student success team for documenting in the student's course competency outcomes and the students course training plan is amended where relevant.



Recognition Policy 022

RPL and Credit Transfer

- Student RPL assessments and assessment judgement's and documented decisions must be held in the students file for access, retrieval and final issuance of qualifications and/or statement of attainment.
- Where a student Receives a NYS outcome for an RPL unit, the student will be enrolled in the unit for completion of the online learning, knowledge assessment and/or practical skills assessment tasks
- All competent RPL assessment decisions shall be recorded, with advice and statements of attainment and/or qualifications being issued on completion of the course or where practical.

Credit Transfer Procedures

Australian Paramedical College recognises statements of attainment and qualifications issued by all Australian Registered Training Organisations.

AQF Credit Transfers

- Prior to enrolment, Students can/may submit transcripts via the enrolment team for the QPC to identify any proposed Credit transfers and document the same.
- Credit transfers are subject to verification of all documentation post enrolment.
- Where a student provides a statement of attainment and qualification from an RTO with applicable unit/s relevant to the qualification being applied for, Australian Paramedical College shall verify the transcripts with the issuing RTO (or where a student provides a USI transcript) and provide a credit to the student's course enrolment and the fee for the applicable unit/s of competency will be credited.
- Credit transfer applications of nationally recognised training will be reviewed by the QPC in collaboration with the Paramedical Coordinator and applied to the Student outcomes. Each unit of competency that is approved for Credit transfer is **at no cost** to the student. Where a student has paid a full course fee the unit cost will be credited to the students account.

Non AQF Credit Transfers

- Where a student has completed informal or formal qualifications that are not recognised within the Australian Qualifications Framework (AQF 2013) the student will be required to submit an academic transcript to the Quality Practice Coordinator (QPC) with a written request for related credit transfer detailing the proposed unit/s of competency for which they wish to apply for credit transfer.
- On receipt of a written request for credit transfer the QPC will consider the comparability and equivalence of the submitted academic transcript to the courses:
 - Learning outcomes
 - Volume of learning



Recognition Policy 022

RPL and Credit Transfer

- Program of study, including content and
 - Learning and assessment approaches
 - Additional Evidences may be requested for example currency of relevant industry experience
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- Non AQF course credit transfer requests will be reviewed by Australian Paramedical College at a cost that equates to the same rate as an RPL unit cost.
 - Following the completion of the credit transfer review the Student Success team will advise the student through the students customised training plan or advise a student of the reason for a credit transfer being refused. The student may appeal the decision as per the Complaints and Appeals Policy and utilising the appeals form within 5 working days from the receipt of the refusal outcome.

Review

This policy is to be reviewed annually and/or in the following instances:

- a. Policy and Guidelines Change;
- b. Changes to legislation or related Standards;
- c. Recommendations or guidance from ASQA
- d. Under the direction of the CEO

Authority

The authority for the issue of this instruction is CEO and/or the QPC as the Delegate of the CEO

Peter Evans

Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Peter Evans'.

07 Jan 2019