



# Recognition Policy 022

## RPL and Credit Transfer

### Preamble

Australian Paramedical College 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.

**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.

**Recognition of Currency (RC)** Where required Australian Paramedical College will review a student recognition application to support 'currency' of the unit of competency has been considered relating 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



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### Recognition Procedures

- Students are advised of the costs of RPL via the FEE schedule and through this policy at enrolment.
- On receipt of a recognition enquiry Australian Paramedical College staff provide the potential RPL client/enrolled :
  - 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 issuance of statements of attainment or qualifications.
- On receipt of an RPL application and completed course self- assessment form, an Australian Paramedical College trainer/assessor will review and approve (or decline) the student application and advise the student. Successful applicants will be supplied via the student learning platform the relevant Student RPL Assessment Kit/Guide for the approved units of competency (available via the QMS) for completion and return to the assessor.
- On receipt of a returned completed Student RPL Kit/Guide and required portfolio of evidences the assessor will apply the date of receipt in the kit and assess the guide and portfolio of evidence using the RPL course assessor guide
- The RPL assessment judgment is guided by the RPL assessor kit and outcomes are recorded in the RPL Kit Guide, the outcome/decision 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.
- 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.
- 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.



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

### AQF Credit Transfers

- Where a student provides a statement of attainment or a statement of attainment and a qualification from an RTO with applicable unit/s to the qualification being applied for, Australian Paramedical College shall provide a credit to the student's course enrolment for the applicable unit/s of competency.
- Credit transfer applications of nationally recognised training will be reviewed by the QPC in collaboration with the Student Success Coordinator and applied to the Student outcomes. Each unit of competency that is approved for Credit transfer is **at no cost** to the student.

### 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
  - Program of study, including content and
  - Learning and assessment approaches
- 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.