



# RECOGNITION POLICY

AUSTRALIAN PARAMEDICAL COLLEGE RTO 32513

## Preamble

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) RTO 32513 is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students prior to and after the time of enrolment.

APC aims to provide the best learning experience possible for students. Recognition of Prior Learning (RPL) and Credit Transfer (CT) allows students to have previous experience and learning recognised as part of their enrolment.

Students are made aware of the recognition process prior to enrolment and are advised to email [rpl@apcollege.edu.au](mailto:rpl@apcollege.edu.au) once enrolled if they wish to apply/request recognition for their enrolment.

## Definitions

### Recognition of Prior Learning (RPL)

*As per the Australian Qualifications Framework 1 (AQF), 'Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.'*

This credit outcome will be based on an individual's completed components of another AQF recognised qualification or other previous formal learning achieved.

This will also consider the individual's currency in a relevant industry and application of skills in practice. When receiving a credit outcome based on Recognition of Prior Learning, the amount of learning required to achieve the qualification may decrease.

RPL will be offered via an alternate assessment route to evidence competency where eligible.

### Credit Transfer (CT)

*As per the Australian Qualifications Framework (AQF), 'Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.'*

This credit outcome will be based on an individual's completed components of another AQF recognised qualification or other previous formal learning achieved.

When receiving a credit outcome based on Credit Transfer, the amount of learning required to achieve the qualification will decrease dependent on the unit itself.

A credit transfer will be applied when an individual has previously completed a relevant Unit of Competency before and it is still current.

## Eligibility

In order to be eligible for RPL, you must have prior qualifications or experience in a relevant field of work to the course you will be enrolled in. This experience may be gained via the workplace or volunteering and may have occurred within the past two (2) years.

In order to be eligible for Credit Transfer, you must be able to supply a Testamur (Qualification and Transcript), Statement of Attainment or an official USI Transcript evidencing final outcomes of previously gained AQF recognised qualification(s), or other previous formal learning achieved.

## Evidence Required

All required evidence for RPL/CT must be provided to APC before an Enrolment Proposal is created. The student will be provided with a list of supporting evidence they can provide. All documentation must be presented in a clear and easy to read format.

RPL evidence can be provided in various formats. This may be inclusive of any previous formal and informal final learning outcomes, transcripts, current resume, job description/role statements, portfolio of previous work, completed workplace documentation (e.g patient report forms with confidential details removed).

All Credit Transfer documentation must be provided in the format of a Testamur, Statement of Attainment or USI transcript evidencing final outcomes of learning.

## Recognition Costs

Recognition Process		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
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.	Nil credit is applied to the student's course fee

## Recognition Process

- Prior to enrolment, students will be made aware of the recognition process to confirm if they have completed similar course work. If so, students will be directed to submit the suggested supporting evidence to the relevant staff once enrolled via [rpl@apcollege.edu.au](mailto:rpl@apcollege.edu.au).
  - The suggested pieces of evidence are documentation such as qualifications, testamurs, resume, job description/role statement, non-accredited training, third party letters etc.

- Evidences will be reviewed by the Enrolment proposal administration officer in consultation with the Quality Practice Coordinator and Clinical training manager where required.
- An enrolment proposal will be created to indicate their suitability for Credit Transfer and/or RPL.
- The student will be emailed a copy of the enrolment proposal, addressing any changes to course structure/payments.
- Once an enrolment proposal has been confirmed and agreed to, students will be provided the relevant RPL Kit to complete and return via email.
- Once the RPL Kit is returned, evidence will be reviewed, and a zoom meeting with the student will be scheduled. This is for a competency conversation to support the RPL process and assessment activity outcomes.
- Where a student receives a NYS outcome for an RPL kit, the student will be enrolled in the full unit for completion.
- Where a student received recognition via credit transfer, all unit outcomes will be verified with the issuing RTO or via the individuals USI transcript.

For more information on the individual unit requirements, students will be provided with an RPL & CT Information and Self-Assessment kit for review.

If you have any questions, please email [rpl@apcollege.edu.au](mailto:rpl@apcollege.edu.au).

Version	Purpose/amendments	Release date
V1.0	Initial implementation	2018
V2.0	Review and restructure	May 2020
V2.1	Review and minor changes	Sep 2021