

## RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER POLICY AND PROCEDURE

Relevant Standards	Linked Documents
<ul style="list-style-type: none"> <li>• National Code 2018 Part B: Standard 2</li> <li>• Standards for RTOs 2015: clause 3.5</li> <li>• Standards for RTOs 2015: clause 1.8</li> </ul>	<ul style="list-style-type: none"> <li>• Application for Credit Transfer</li> <li>• Application for Enrolment</li> <li>• RPL Evidence Collection Tools</li> </ul>

### 1. Policy Statement

Capstone Institute of Australia (CAPSTONE) offers all students credit transfer (CT) and Recognition of Prior Learning (RPL). It informs intending students of the availability of CT and RPL before enrolment via pre-enrolment information materials.

### 2. Definitions

**Australian Qualifications Framework (AQF)** means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

**Recognition of Prior Learning (RPL)** means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited course.

- formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Source: *Standards for RTOs 2015*

**Statement of attainment** means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement. (source: *Standards for RTOs 2015*)

**Registrar** has the meaning given in the *Student Identifiers Act 2014*

Source *Standards for RTOs 2015*

### 3. Procedures

#### 3.1. Assessing Credit Transfer Requests

- Students can apply for credit transfer for their previously completed units from nationally recognised training from a registered training organisation. Evidence of prior studies will include a formal qualification and academic transcript, a statement of attainment issued by a registered training organisation or authenticated VET transcripts issued by the Registrar.
- CAPSTONE verifies certification documents in the following ways:
  - Confirm that the issuing organisation is a Registered Training Organisation and has the qualifications on scope, as evidenced by an entry in the training.gov.au website; or
  - Verify the document by contacting the issuing RTO or using the providers' electronic verification tools if necessary. This verification step will be taken with the student's permission, as indicated in the enrolment agreement.
- Students must complete the *Application for Credit Transfer Form* to commence the credit transfer process.
- The Admissions Team submits completed forms and supporting documents to the Authorised Academic Officer for assessment.
- Upon receiving the credit transfer request, the Authorised Academic Officer:
  - assesses the application within ten (10) working days.
  - notifies students of the fees (if any) required by the issuing registered training organisation for verification.
  - prepares a Credit Transfer Review Outcome for the student's signature.
- Upon receiving the signed credit transfer outcome letter from the student, the

Authorised Academic Officer:

- Updates the credit transfer outcome records in the student management system.
- Retains the signed copies of the outcome letters in the student's file and the student management system (for a minimum of two years after the student ceases to be an enrolled student).
- Informs the Admissions Team to modify the enrolment duration.

### **3.2. Assessing Recognition of Prior Learning Requests**

- Students can apply for recognition of prior learning using the *Application for Enrolment* if they believe they have existing skills and knowledge related to one or more units of the course in which they wish to enrol.
- Students must provide the originals of any supporting documentation they rely on as evidence.
- Upon receiving the supporting evidence, the Authorised Academic Officer:
  - Makes copies of the original documents;
  - Verifies the evidence documents;
  - Notifies students of the fees (if any) required by the issuing registered training organisation for verification; and
  - Provides the supporting documents to a qualified assessor.
- The Assessor reviews the evidence provided and arranges an interview with the student. At this time, the Assessor explains to the student if they need to submit evidence or complete any assessment activities.
- Upon reviewing further evidence, the Assessor submits the RPL Review Outcome to the Authorised Academic Officer.
- Upon receiving the signed acceptance of the RPL outcome from the student, the Authorised Academic Officer:
  - Updates the outcome records in the Student Management System;
  - Retains the signed copies of the outcome letters in the student files and the student management system (for a minimum of two years after the student ceases to be an enrolled student); and
  - Informs the Admissions Team to modify the enrolment duration.