



Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

6 Hunt Street Surry Hills NSW 2010 Phone (02) 9280-4338 or (02) 9319 3777

Email: info@acvs.com.au Website: www.acvs.com.au

Recognition of Prior Learning Policy

The following policy only applies to domestic students only. For International Students please refer to the Course Credit Policy.

ACVS makes an undertaking that all participants, potential or actual, of ACVS programs are provided with full recognition of their current skills and knowledge no matter how, why, where and when they were gained.

ACVS will ensure that Recognition of prior learning (RPL) is offered to all applicant on enrolment and that the process is structured to minimize the cost and time to applicant, and provides adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

RPL Process

Applicants who consider that they have completed appropriate training or have enough through prior learning and experienced gained the required skills/competencies stipulated for the unit of the course will be granted credit upon substantiation of that claim.

The RPL application process identifies what you have learned from life experience and work experience and measures these experiences against the learning outcomes of the course student is doing or want to do.

With RCC, if candidate demonstrate what he/she know or what he/she can do, he/she can be assessed for competency and they need to do some part of the current course.

The assessment will be professionally conducted and will be valid, reliable, flexible and fair.

Evidence for credit of prior learning may include:

- Evidence of current competence
- Performance , demonstration or skill test
- Portfolio, logbook, task book, projects or assignments.
- Written Presentation
- Interview
- Case Studies

RPL is available for all subject units. The performance criteria of each unit provide the RPL benchmarks.

If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If no sufficient evidence assessment may be negotiated with



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the student and may consist of interview, written assignment, exam or other. Assessment conducted by a qualified assessor.

No fees charged for the RPL assessment. Successful students are notified promptly of the RPL outcome. The assessor advises unsuccessful students of reason for non-recognition and steps they can take to have a successful RPL claim, including appeal mechanism.

RPL Procedure

If candidate applying for RPL, candidate had to fill RPL forms and submit evidence such as statements of attainment, certificates, work experience and/or academic transcripts of competence against the program's learning outcomes.

An application for RPL can be made at any time prior to the commencement of a course or during the first term of actual course.

Attending an Interview

Candidate may be asked to attend an interview, which offers you the opportunity to talk through your application. The interview panellists are skilled at helping you think about your past experiences in terms of the recognition you are seeking. If you do not understand something in the interview, ask the interview panel to explain more clearly. If you have any other concerns, you are welcome to raise them with the panel. Please bring to the interview anything which you believe could assist your claim, for example:

- Copies of any statements, reference or articles about your employment or community involvement.
- Copies of college reports, certificates or statement about your education and training
- Relevant work samples such as memos, essays, completed work products.
- Outlines of any courses which you have undertaken.
- Any other information which you feel might aid the assessment of your request.

Evidence Checklist

Listed below is a range of evidence that may be used in support of your application for RPL/RCC. This list should be used as a guide only.

- ✓ Certificate of achievement
- ✓ Reference /letter of support –work/social
- ✓ Demonstration of skill
- ✓ Record of academic results
- ✓ Video/Audio/photos
- ✓ Duty statement/job specifications
- ✓ Letter/memos at work
- ✓ Curriculum vitae
- ✓ Scrap books



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There are six steps in the RPL Process:

1. Collect information on the module or modules for which RPL may be exempt.
2. Collect evidence against the purpose or outcomes of the module or you may be required to sit for a short test to demonstrate your competence.
3. Complete the Recognition for prior learning application form. Forms are available from student administration.
4. Submit application form with all the relevant documentation.
5. Application will be assessed within four working days.
6. Candidates receive the result of application in writing.

Course Credit

Policy

This policy and procedure supports 'Standard 12 – Course Credit' of the 'National Code 2007' which states the 'Registered providers must appropriately recognise course credit within the ESOS framework.'

This policy implements a procedure for ACVS to process any student's applications for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are kept with student files.

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to DIAC via PRISMS.

Definitions

'Course Credit' is defined by the National Code 2007 as follows:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

'Credit Transfer' (CT)

The granting of exemption or credit by a Registered Training Organisation to students for units of competency completed under accredited training. These unit codes must identically match the units that you are applying for credit.

'Recognition of Prior Learning' (RPL) also known as Recognition of Current Competencies (RCC)

The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required i.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes against the learning



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outcomes of the current course.

Procedure for Course Credit

All students are made aware of the ability to apply for course credit via a RPL or CT application throughout the enrolment and induction process of the course. This is supported with information provided in the student handbook.

Those students wanting to place an application for course credit must do so by the 2nd week of the first term in their enrolled course.

All applications are to be submitted to the Director of Studies and include original documents to be sighted and copied by Administration. Applications will not be accepted unless all required information has been included.

Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by nationally recognised Certificates and or Statement of Attainments with detail indicating the units successfully completed including unit codes and titles and dates of completion.

Students are required to submit their application with supporting evidence as required and outlined in the applications:

Credit Transfer

Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by the College to verify the Credit Transfer.

Recognition of Prior Learning

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for Recognition of Prior Learning. Students must complete an application form and submit to Student Administration with supporting evidence as required. This evidence must be clearly identifiable, and support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought.

Applications are received by Administration in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required to be sighted by an Administration Assistant will sight the originals and indicate on the copies that originals have been sighted and return originals to the student. ACVS will at no time accept original certificates.



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The application is then forwarded to the Director of Studies who will assign it to the relevant trainer to be assessed and outcomes determined.

Where any application for course credit is received by ACVS, either RPL or CT, ACVS is to assess the application and provide an outcome to the application within 14 days of receiving it, or as soon as practical where further information is required to determine the outcome.

Where either of the above, Credit Transfer or Recognition of Prior Learning, applications are received the following must occur:

- The student's eCoE must be adjusted to reflect any reduction in the period of study the student is enrolled.
- ACVS will provide the student a 'Confirmation of Course Credit Application'. The students are required to sign this letter to indicate their agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is to be kept on the students' individual file.