

Recognition of Prior Learning (RPL) and AAIC Credit Transfer Policy

What is RPL

According to the Australian Skills Quality Authority (ASQA), Recognition of Prior Learning (RPL) is a process that assesses a student's competency - acquired through **formal and informal learning** - to determine if they meet the requirements for a unit of study.

RPL can also be defined as the **acknowledgment of a person's current skills and knowledge acquired through previous training, work or life experience**. Briefly, RPL is a method, approved under the Australian Qualifications Framework, to establish candidate's competency against a set of national standards using a range of alternative assessment criteria.

RPL therefore recognizes candidate's life skills and the practical knowledge candidate have acquired no matter how or where. Most importantly, **these skills and knowledge need not have been gained in a formal education setting**.

AAIC RPL Application Procedure

1. All students are made aware of their ability to apply for RPL at the time of their enrolment.
2. Students are to place RPL application with the relevant documentation at the time of enrolment or latest by the 2nd week of the first term of study in their enrolled course.
3. Relevant Course-Coordinator shall determine the amount of training to be provided to the student based on their existing skills and knowledge, determine the mode of delivery and where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.
4. AAIC is to assess the RPL application and provide an outcome to the applicant within 14 days of receiving it, or as soon as practical where further information is required to determine the outcome.
5. The College needs to provide the student a 'Confirmation of Outcome of RPL'. The students must sign this RPL outcome agreement letter and a copy is to be kept on the student's file.
6. Student Administration must adjust the student's COE and training plan to reflect any reduction in the period of study the student is enrolled.
7. If an applicant is unsatisfied with the procedure, outcome and explanation of RPL, they can contact the course coordinator for further clarification or access AAIC's Complaints and Appeals procedure which outlines further action that may be taken, if the course credit is granted before the student visa grant; or report the change of course duration via PRISMS under section 19 of the ESOS Act.

For more information about RPL and required documentation, contact AAIC or access <https://www.asqa.gov.au/guidance-resources/resources-providers/faqs/recognition-prior-learning-rpl>

RPL Fees: \$250 course enrolment fee (non-refundable) + 50% of total fees per unit. All fees are payable before or upon submission of evidence portfolio. If RPL is granted candidate will then become competent in the given unit. If RPL is not granted, the 50% fees will then go towards the full payment of the given unit and student is required to complete the unit as per the college terms.

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What is Credit Transfer (CT)

Credit Transfer (CT) assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. **The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.** This may include credit transfer based on formal learning that is outside the Australian Qualification Framework (AQF).

According to the Australian Skills Quality Authority (ASQA), a key pillar of the national VET system is that nationally endorsed qualifications, **skill sets and units of competency are recognized and portable across the country** regardless of where they were issued. Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition is requisite. **If a student provides suitable evidence they have successfully completed a unit or module at any RTO (such as AAIC), the RTO must provide credit for the unit or module.**

Credit must be granted for studies completed at an RTO or at any other authorized issuing organization, such as a university. In the case of any non-equivalent units of competency, an analysis must be carried to determine the equivalence of the study completed with the relevant units or modules before granting any credit.

Before providing credit on the basis of a qualification, statement of attainment or record of results, information is to be authenticated by directly accessing the USI transcript online or by contacting the organization that issued the document to confirm its legitimacy.

AAIC Credit Transfer Application Procedure

- 1. Students must first fill in a CT Application Form and return to AAIC reception.**
- 2. Students who have completed a Nationally Recognized qualification/unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the unit(s). The student must provide the original certificate/ AQF documentation issued by another RTO or authentic VET transcript issued by the Registrar.**
- 3. Student Administration Manager will indicate on copies that originals have been presented and sighted, and return originals to the student. The College shall at no time keep original certificates.**
- 4. The application is forwarded to the relevant Course Coordinator to be assessed and outcomes determined.**
- 5. An outcome will be recorded, and corresponding changes will be made to student enrolment and student will be notified.**

Where a course credit is granted, AAIC shall provide a record of the course credit to the student, which must be signed or acknowledged by student, and will be placed on the student's file.

Credit Transfer does not require additional fees payment.

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