

STUDENT RECORDS

MUTUAL RECOGNITION [Credit Transfer] + RPL [Recognition of Prior Learning]

6.03

Policy Rationale

The purpose of this policy is to ensure that Qualifications issued by other Registered Training Organisations (RTO's) to students enrolling with CCAE are verified, and if compliant are accepted and recognised.

Policy Aims

- **Recognition of Prior Learning (RPL)** involves CCAE acknowledging the full range of an individual's skills and knowledge, irrespective of how it has been acquired.
- **Credit Transfer (CT)** involves an individual presenting an original Qualification or Statement of Attainment issued by another RTO where the code and title of the units **precisely match** the units and content in the Qualification in which they are currently seeking to enrol.
- CCAE will ensure that all valid Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment issued by other RTO's will be fully accepted and CT will be automatically provided where applicable and involves no cost to the student.
- Students will be offered RPL on enrolment for competencies gained via formal study, work experience, employment and other "life" experiences.

Procedure – Underlying Principles of Mutual Recognition

Manager will ensure student information and marketing material contains advice that CCAE recognises valid AQF qualifications and statements of attainment issued by other RTO's.

- CCAE will offer **RPL** on enrolment for prior learning via work, or life experiences and have them applied to specific learning outcomes where appropriate.
- CCAE will offer **CT** for valid AQF Qualifications and Statements of Attainment issued by other RTO's that precisely match the title and content of units associated with the program in which the individual is seeking to enrol.
- Students seeking CT or RPL for AQF Qualifications and/or Statements of Attainment awarded by another RTO must present the original documents for copying or appropriately verified copies of original documents.
- CCAE will validate the AQF qualification and/or Statement of Attainment presented for mutual recognition by contacting the issuing RTO if there is any doubt of its authenticity.
- Verified AQF Qualifications and Statements of Attainment will be fully recognised and recorded on the student database.
- Where applicable, CT will be given for identical units of competence completed elsewhere.
- Where applicable RPL will be granted and recorded for achievement of the equivalence of a unit of competence.
- A Statement of Record will be issued to the student indicating those units in which they have CT or RPL and consequently do not have to repeat as part of their proposed program of study.
- AQF Qualifications and Statements of Attainment unable to be verified will not be recognised. Any non-verified CT or RPL claims will be recorded on the student's file, plus details of requests for further information and/or counselling undertaken.

Procedures – CT and RPL

- All students are to be provided with information on CT and RPL procedures at time of enrolment.
- All students eligible for CT will be processed automatically by reception upon production of previous Qualification.
- All students interested in pursuing an RPL process must register this request with reception at time of enrolment
- If a student decides to pursue RPL, they incur a non-refundable Fee-For-Service advance payment to reception for each unit that RPL is being requested. After payment is received reception arranges an appointment with CCAE's RPL assessor
- The applicant will be required to attend an interview with CCAE's RPL assessor and provide the following:
 - ✚ A copy of relevant documentation such as Certificates or letters of competency
 - ✚ A resume or similar document outlining relevant employment history and operator licences
 - ✚ Documentation, addressing the performance criteria of the units of competence
- CCAE's RPL assessor will assess each application and advise the client as to whether RPL is granted.
- If a decision cannot be made then the applicant may be required to provide more information/evidence of prior experience.
- Written feedback is to be provided for the candidate as per the RPL assessor's kit.
- Where applicable, exemptions/credits will be given and recorded, and Qualifications/Statement of Attainment issued.
- An applicant may appeal using CCAE's grievance process against an RPL decision of CCAE staff.

Evaluation

This policy will be reviewed bi-annually

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