

RPL Policy

V 3.1 2016

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| **Date** | **Version** | **What changes** | **Approval** |
| 2012 | 1.0 | Creation of document | CEO |
| 2014 | 2.0 | Review and update |  |
| 2016 | 3.0 | Changes to new adhere to new standards | CEO |
| August 2016 | 3.1 | Standardisation of formatting to all policies |  |
| 2017 June | 3.2 | Information relating to ensuring RPL requirements as per standard Clause 3.5 |  |

# Introduction

As per clause 3.5 of the New Standards 2015, AIHE are required to provide credit for prior studies (RPL) for students where needed or requested.

# Standards for which this document apply

## ASQA legislative context

The Standards for VET Regulators 2015, made under section 189 of the National Vocational Education and Training Act 2011 (the Act), requires ASQA to implement process and policy of Record Control.

The Standards for which this policy apply are as follows:

### Clause 3.5 - Provide credit for prior studies – updated using Standards 2015

Credit must be granted for studies completed at an RTO or at any other authorised issuing organisation, such as a university. In the case of any non-equivalent units of competency, complete an analysis 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, you should either authenticate the information by directly accessing the USI transcript online (see tips for compliance later in this section) or by contacting the organisation that issued the document to confirm the content is valid.

Your RTO is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/ or modules completed at another RTO or RTOs.

## What does this mean?

* A student’s USI transcript contains training outcome data submitted to the national collection by the student’s RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions. As such, a student’s USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO.
* RTOs can directly view a USI transcript online via the USI transcript Service ([www.usi.gov.au](https://www.usi.gov.au/)) for any student who has activated permission for them to do so in the USI Registry System. Students are able to activate this permission online at any time using a smartphone or any internet connected device (theirs or their RTOs). This represents an acceptable alternative to calling the issuing organisation.
* RTOs should still exercise caution when using a student’s USI transcript to validate training achievements for purposes of granting credit:
* Exercise the same caution with printed or emailed PDF versions of a USI transcript provided by a student as you would with hard-copy certificates issued by RTOs.
* The version accessible online directly by RTOs provides a stronger level of assurance, suitable for credit transfer purposes.
* Always contact the organisation that delivered the training if you have any reason to be concerned about the authenticity of credentials presented.
* Advise the USI Office if you become aware of any fraudulent activity in relation to a USI transcript.
* As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, you may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.

This means that:

* Learners 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 (including industry licensing schemes) requires this. Where a learner provides suitable evidence they have successfully completed a unit or module at any RTO, your RTO must provide credit for that unit or module.
* Credit must be granted not only for studies completed at an RTO, but at any authorised issuing organisation, such as a university. In such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted.
* Before providing credit on the basis of a qualification, statement of attainment or record of results, you should authenticate the information in the document (e.g. by contacting the organisation that issued the document and confirming the content is valid).
* AIHE is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.
* In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.
* Note that providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

# Scope

The following documents apply to this policy:

* All documents contained in the following folder: N:\Compliance\Policies 2018\_\RPL Policy

# Policy

RPL may help a student gain entry to, or exempt the student from some of this course. The decision for granting of RPL lies ultimately with the Academic Manager.

# Courses for which this policy applies and specifics for each course

RPL applies for the following courses. For each of these courses, the trainer/assessor/student is required to review the RPL document requirements for the specific course. Each course must be reviewed in terms of ensuring that there is compliance with the following within the RPL supporting evidence:

* Assessment Requirements
* Performance Evidence
* Knowledge and Skills
* Performance Criteria/Elements

### Courses

1. 10680 Grad Diploma in Medical Ulstrasound
2. HLT57715 Diploma in Practice Management
3. HLT47315 Certificate IV in Health Administration
4. HLT33015 Certificate III in Allied Health Assistance
5. CPD courses - where there is at last one unit of competency which is nationally recognized.
6. Clinical Supervision Course
7. Clinical Supervision Advance Course

## Exemptions

If students have skills and knowledge comparable to those required in your course, you can apply for an exemption to:

* + some, or all, of the entry requirements OR
  + part, or all, of your nominated course. This is often referred to as *Recognition of Prior Learning (RPL)*
  + or Recognition of Prior Experience (RPE).

Exemptions may be granted a number of ways:

### Credit Transfer

If you have a completed nationally recognized qualification from registered or accredited education provider, which is considered to be equivalent in content and learning outcomes to the course you are applying for, you may receive an agreed amount of exemption from your nominated course.

### Previous Learning (qualification or work experience)

Likewise, if you have previous learning and/or experience which is considered to be equivalent in content and learning outcomes to the course you are applying for, you may receive exemption from your nominated course.

### Direct Entry (or Articulation)

AIHE has some agreements with other providers whereby students may gain direct entry into an AIHE course or into a subsequent course with another provider.

If the application is successful, students will have skills and knowledge recognised, and may receive the qualification faster because the study required to achieve your qualification may be reduced.

### Nationally Recognised Qualifications from other providers

AIHE recognizes that certain courses from other education and training providers are equivalent to its own, or subjects within its courses. Australian universities, NSW schools, TAFEs, adult and community education (ACE) colleges, some private education and training providers are examples of government registered education providers which can provide qualifications which will be automatically recognized by AIHE.

### International Qualifications

If students have overseas qualifications in a field of study the same as or related to your AIHE course, AIHE will undertake an assessment to determine the amount of eligible exemption from your nominated course, or if your studies meet the entry requirements for the course. any qualifications or documents.

If you need to translate documents, you may call the NSW Community Relations Commission. The Commonwealth Department of Immigration and Citizenship has a free translation service for certain documents, for migrants who have been Australian permanent residents for less than two years.

Application forms for Exemptions are available from AIHE on request.

### Fees

If students are granted RPL, then a percentage of the total fee is payable. This will be determined in conjunction with the claim for RPL and you will be informed in writing of total fees payable.

## Supporting evidence

If students have work experience or knowledge gained formally or informally which you think may be equivalent to the content and learning outcomes to the course you are applying for, you can apply for exemption to some, or all, of your course.

This may include:

* + learning experiences such as formal certified (but not nationally recognised) courses, company training and development initiatives, personal development courses, or general interest courses/seminars/events

Students will need to provide evidence such as:

* + certificates, transcripts
  + resumes, work history or job descriptions
  + letters and references, including confirmations from your employers, clients or community groups
  + references from your paid or unpaid work experience
  + samples of your work, including reports, articles or publications.

## Application for Exemption

Any evidence you submit as part of student applications must confirm that your skills and knowledge are current. (ie within last five years)

When students apply for exemption they will also be asked questions by AIHE assessors relating to skills and knowledge and performance plus assessment requirements, or be required to undertake an interview, practical assessment to demonstrate that your skills and knowledge are current.

Copies of original certificates or other documents must be certified by a Justice of the Peace (JP) and / or via the USI transcript online (see previous information). Alternatively, you may bring the original documentation to be sighted by AIHE staff who can then certify your copies.

If students are seeking credit for your overseas qualifications, you should provide certified translations of

## Processing Applications for Exemption

On request the Registrar provides *Application for Course Exemption Forms* to applicants.

At this time, the Registrar goes through the processes with the applicant, explaining the types of evidence required.

The Registrar receives all applications for exemption. All documentation is authenticated and verified.

Any task which the applicant is required to undertake in order to establish exemption must use validated existing course assessments or extract of.

All paper-based evidence is filed in the student's file, and scanned copies to the Student Records DB. Originals of applicants evidence is not accepted and must be immediately returned in submitted.

Requests for further information to the student are managed by the Registrar.

For complex applications, the application is referred to the relevant Course Coordinator. Nevertheless, the Registrar monitors the application to its completion.

Applicants are informed in wirting of the outcome of the application.

Applicants are informed (as part of this communique) that s/he can appeal the decision to the CEO and informed of the means of doing so (be email).

## Risk Management

Overall Risk Rating Medium ( Probability Medium Impact Medium )

Prevention Plan Checklists and Pro forma communiques are prepared to assist processing. Applications Forms require careful mapping. All applications are centrally signed off by Registrar. Clear information is provided to the applicant before submission.

Treament Plan Individual cases are escalated to the CEO. Academic Board reviews complaints and appeals which are complex

## Evidence of Quality

Typically evidence is gathered through feedback surveys, audits and reviews, and the Event Management System. The following information gathering mechanisms provide data on the institution's performance for this standard.

# Audit Criteria

1. Information regarding Exemptions including how to apply are clearly stated and published (webiste and course flyer)
2. Application Form are up-to-date and accurate. 3 All applications are signed off by the Registrar.

## Example of Documents providing Evidence

Document DBO Student Records

Location C:\Users\Jonathan\Documents\Dropbox\Health\03 Student Services\08 Student Administration

Document FRM Course Exemption

Location C:\Users\Jonathan\Documents\Dropbox\Health\03 Student Services\02 Student Admission\01 RPL

## Regulatory Standards related to this standard

Quality Framework Standards for NVR Registered Training Organisations 2015

# Standard Review and Approval Details



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| Review Review Comments  Yes A pro forma letter to successful and  No unsuccessful applicants who be helpful.  Date entered 9/ 0 2/ 2016 |  | Approved on Approved by |
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A checklist for application processing would be helpful

9/ 0 2/ 2016

Review

Yes No

Review Comments

Approved on

Approved by

Date entered