

## Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy

<b>Category</b>	Certification Documentation
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<b>Policy Base</b>	<ul style="list-style-type: none"> <li>• Standards for Registered Training Organisations (RTOs) 2015, Standard 3</li> <li>• The Australian Qualifications Framework</li> <li>• VET Quality Framework</li> </ul>
<b>Related Documents</b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Credit Transfer Form</li> <li>3. Complaints and Appeals Policy and Procedure</li> <li>4. RPL Application Form</li> <li>5. RPL Kit</li> </ol>

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## Purpose

Ambridge Institute (“the Institute”) recognises that students may come to it with knowledge and skills from formal education or work/life experiences. The Institute offers students the opportunity to apply that education or experience to the course they wish to undertake. This policy guides the Institute in determining how prior learning and credit transfer is assessed, granted and applied.

The Institute accepts and recognises AQF Certification issued by other Registered Training Organisations (RTOs).

## Scope

This Policy is applicable to international students enrolling or enrolled at the Institute.

## Policy

This Policy supports Standards for Registered Training Organisations (RTOs) 2015, Standard 3.

## Definitions

- **The Institute** refers to Ambridge Institute.
- **Credit Transfer** refers to formal recognition of the previous studies you have completed for the purpose of reducing the units or modules that you are required to complete in the course you are enrolled in with us.
- **Recognition of Prior Learning** refers to skills and knowledge that you have gained through work and life experience and other unrecognised training that can be formally recognised.
- **Confirmation of Enrolment (CoE)** refers to the electronic confirmation of enrolment, generated through PRISMS. This is issued as evidence of enrolment and contains information about the institution, course, and duration of study in which the student has enrolled. It is provided to students to be used in their application for a student visa.
- **National Code** refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- **PRISMS** refers to Provider Registration and International Student Management System.
- **Entry requirements** refers to the minimum criteria set by the Institute to determine which level students can enrol in when commencing their course of study.
- **RTO** refers to Registered Training Organisation.
- **The principal course** refers to Higher AQF level course the student is planning to study in Australia.
- **Terms and conditions of enrolment** refers to the set of rules and regulations established by the College which applies to the student’s enrolment with the Institute.

## 1. Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.

The Institute has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your course.

If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether or not RPL might be suitable for you. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

A trainer/assessor will be available to assist you throughout this process.

To apply for RPL, you will need to fill in a part of the kit and return it with an RPL Application Form. Your application will then be assessed for suitability and you will then be contacted by an assessor to progress the RPL process.

From here, usually the RPL process involves gathering evidence to demonstrate skills, knowledge and experience, responding to questions, completing tasks and depending on the area, observation of your work skills in your workplace.

Fees are applicable for Recognition of Prior Learning and you will be advised of these fees upon contacting us. For more information about submitting an application for RPL, contact the head office.

## 2. Credit Transfer

The Institute recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations.

The Institute can grant you credit towards your course for units of competency or modules that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit/ module in your course, and the subject or unit you have completed. There is no charge to apply for Credit.

To apply, fill in the Credit Transfer Form and submit it as part of your application. Applications for Credit **MUST** be made during the application process and prior to commencement of study. Applications received after this time will not be considered.

Regardless of the course of study, Credit Transfer is limited to 25% of the total number of units required to complete the course.

Make sure you attach certified copies of transcripts from your previous study. In some cases, we may ask for additional information about the subject or unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you don't provide the required information.

In some cases, Credits may lead to a reduction in the course fees as there is less work involved in offering your course. This will be advised to you in writing.

You will be advised in writing of the outcome of your Credit Transfer Application and/or Recognition of Prior Learning Application.

### 3. Reduction of Course Duration as a result of Credit or RPL

If Credit or RPL is granted after the acceptance of a place in a course or on commencement of studies and will affect the duration of studies, Ambridge Institute will provide you with a new Confirmation of Enrolment Letter (CoE) including the new duration.

### 4. Conditions for Recognition of Prior Learning (RPL) or Credit Transfer

- Original copies of certificates must be provided to support the application.
- Documents supplied must be true and correct (and translated where applicable).
- It is the student's responsibility to ensure that all required documentation is provided for assessment with the applicable application form(s).
- Applications for Credit MUST be made during the application process and prior to commencement of study. Applications received after this time will not be considered.
- You should ideally apply for RPL at the time of enrolment, but you may also apply up to 1 week into your course.
- Credit Transfer is limited to 25% of the total number of units required to complete the course.
- RPL is an assessment only process whereby only evidence is submitted.
- No training is provided to students applying for or during the RPL process.
- For students of the Institute, there is no fee associated with Credit Transfer.
- RPL Fees apply, see below:

<b>Recognition of Prior Learning Fees*</b>	
Application Fee (non-refundable)	\$200
Per unit of competency (2 attempts or submissions per unit, where further evidence is required)	\$550

**\* Note: Fees are subject to change at any time.**

- RPL applications will not be assessed until all associated fees have been paid.
- If the Institute requires the student to submit additional evidence or information to support their application, the required information must be submitted within 7 days of the student receiving the request.
- Students will be notified in writing of their RPL or Credit Transfer outcome within 21 days of receipt of the application.
- Where a RPL or Credit Transfer is granted, the student's course duration will be adjusted accordingly.
- If the Institute grants the student RPL or Course Credit that reduces the overseas student's course length, the Institute will inform the student of the reduced course duration following granting of RPL, ensuring the CoE is issued only for the reduced duration of the course.

- Special Circumstances may apply: In the event a request for a RPL or Credit Transfer is submitted after the student is granted a CoE by the College, and after the student's visa is granted, and the Institute approves the RPL or Credit Transfer, the student's CoE will be adjusted to reflect the new course duration and reported through PRISMS.
- The acceptance of a RPL or Credit Transfer application received after the student is granted a COE by the Institute is at the Institute's discretion.
- The Institute reserves the right to refuse any RPL application prior to course commencement.
- RPL and/or Course Credit Records will be filed in the student management system. Associated documents will be held for two (2) years after the student ceases to be an accepted student of the Institute.
- RPL decisions made by the Institute are final.
- The student is not entitled to any refund of fees in the event that their application does not meet the competency standards. Any further training and assessment the student requires shall be at their expense at the current course rate.

## Document Control

The policies and procedures, and the forms included in this document are approved and implemented by the Institute. This document will be electronically available to Institute staff in protected format (PDF file) in the designated folder. Changes made to this document will be recorded below.

Version	Authorised By	Description of the change	Approved Date	Effective Date
<i>Version 2.0</i>	<i>General Manager</i>	<i>RPL and CT Policy updated</i>	<i>6 June 2019</i>	<i>6 June 2019</i>