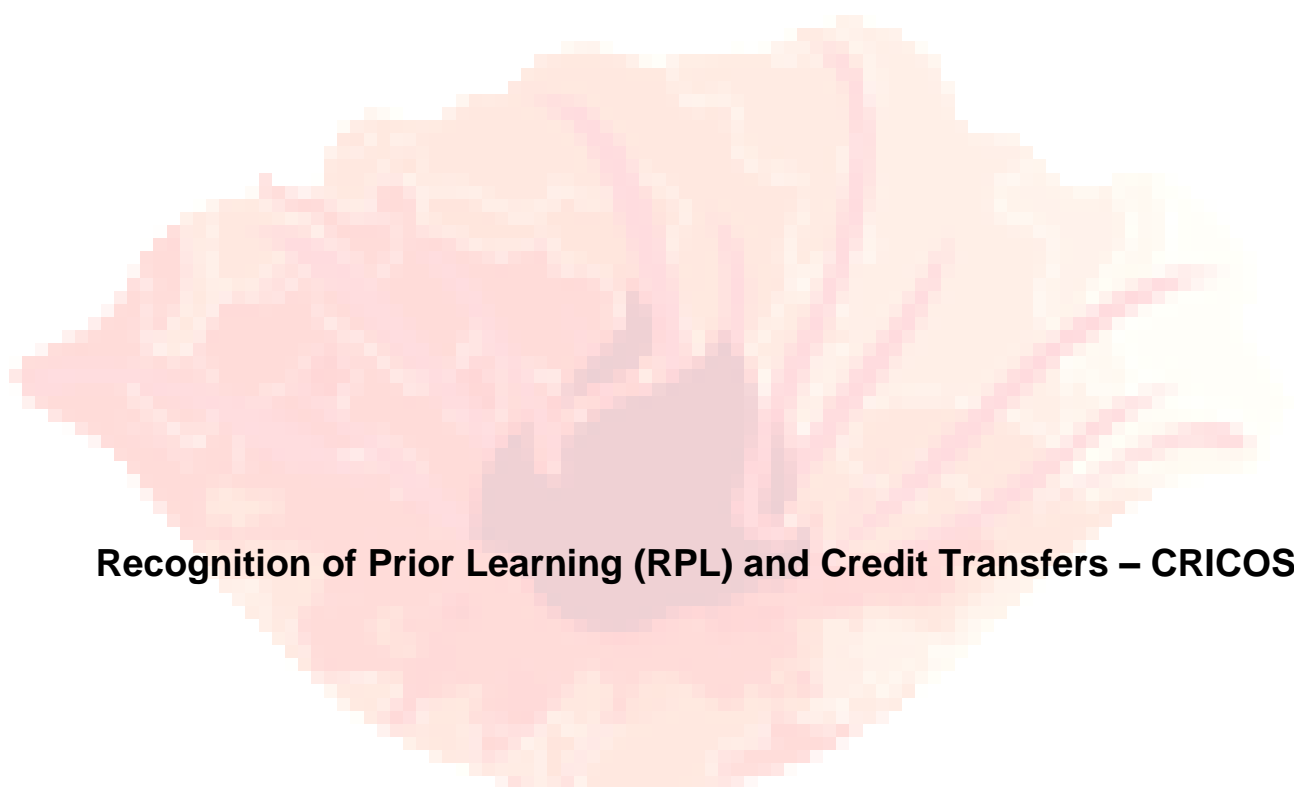


Recognition of Prior Learning (RPL) and Credit Transfers – CRICOS



Recognition of Prior Learning (RPL) and Credit Transfers – CRICOS

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Schedule 1

Item – 1	Name of Organisation	Onyx Developments Pty Ltd (ABN 61 009 465 758) T/A Australasia International School
Item – 2	ABN:	61 009 465 758
Item – 3	Address:	Level 14/233 Castlereagh Street, Sydney NSW 2000
Item – 4	RTO Code:	6251
Item – 5	CRICOS Provider Number:	02747G

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Glossary

ACSF – Australian Core Skills Framework
AM – Administration Manager
APPs - Australian Privacy Principles
AQF – Australian qualifications Framework
ASQA – Australian Skills Quality Authority
ATSI – Aboriginal and Torres Strait Islander
CD – Compact Diskette
CoE – Conformation of Enrolment
CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students
CT – Credit Transfer
Cwth – Commonwealth
GST – Goods and Services Tax
LLN - language, literacy and numeracy
LoO – Letter of Offer
NCVER – National Centre for Vocational Education Research
NSW – New South Wales
NTR – Nationally Recognised Training
OFI – Opportunity for improvement
PEO – Principal Executive Officer
PRISMS – Provider Registration and International Student Management System
QI – Quality Improvement
RTO – Registered Training Organisation
RTOC – Registered Training Organisation Compliance
SSL - Secure Socket Level protocol
USI – Unique Student Identifier
VET – Vocational Education Training
VETAA – Vocational Education Training Academic Assistant
VETAM – Vocational Education Training Academic Manager
VETCO – Vocational Education Training Coordination Officer

**NB... Not all the terms in the glossary are contained in this document.

Recognition of Prior Learning (RPL) and Credit Transfers – CRICOS

Purpose

Australasia International School provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

This complies with:

- Standard 1 of the Standards for Registered Training Organisations 2015 requires that students are offered the opportunity for recognition of prior learning;
- Standard 2: Recruitment of an overseas student, National Code of Practice for Providers of Education and Training to Overseas Students 2018

What is recognition?

Recognition generally takes two forms: recognition of prior learning, which is the focus of this policy, and credit transfer, which is dealt with in the Credit Transfer policy. It is important not to confuse these two recognition concepts. For the purposes of this policy, recognition of prior learning will be referred to simply as “recognition”. Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.¹ This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of policy and procedures outlined in the Assessment section of this manual.

Recognition guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- students may not apply for recognition for units of competency or qualification which are not included in Australasia International School’s scope of registration.
- **RPL and Credit Transfers must be formerly applied for before course commencement.**
- **Any UoC granted through the RPL process may effect the course duration, CoE end dates and the conditions set out in the Student agreement found in the signed LoO. As a result, AIS reserves the right to make the appropriate amendments to the agreement and will have the final say in this regard.**
- **RPL and Credit Transfer applications must commence before a LOO can be issued.**
- **RPL or Credit Transfer cannot be conducted after course commencement.**

¹ Australian Qualifications Framework (AQF) Advisory Board, 2004

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- the candidate fails to provide the requested evidence, they forfeit the RPL process. A no refund policy applies.
- An application for RPL must be made before the LOO is provided.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competency.

Forms of evidence

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, Australasia International School applies the following rules of evidence:

- Sufficient,
- Valid,
- Authentic, and
- Current.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. Australasia International School reserves the right to require candidates to undertake practical assessment activities of skills and knowledge to satisfy itself of a candidate's current competence.

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Appealing recognition outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on the appeals process is available at section three.

Recognition Procedure

The following procedure is to be applied by Australasia International School upon receipt of an application for recognition:

Step 1 Provide sufficient information to prospective students to inform them of opportunities for alternative pathways via recognition and the recognition process.

Step 2 students who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). This step is not compulsory but is strongly suggested. The student should be provided an electronic version of the RPL application documents.

Step 3 Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This is to include where possible:

- Helping the candidate to identify appropriate forms of evidence;
- Guiding the candidate on the use of recognition tools; and
- Informing the candidate about the assessment process.

Step 4 Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required.

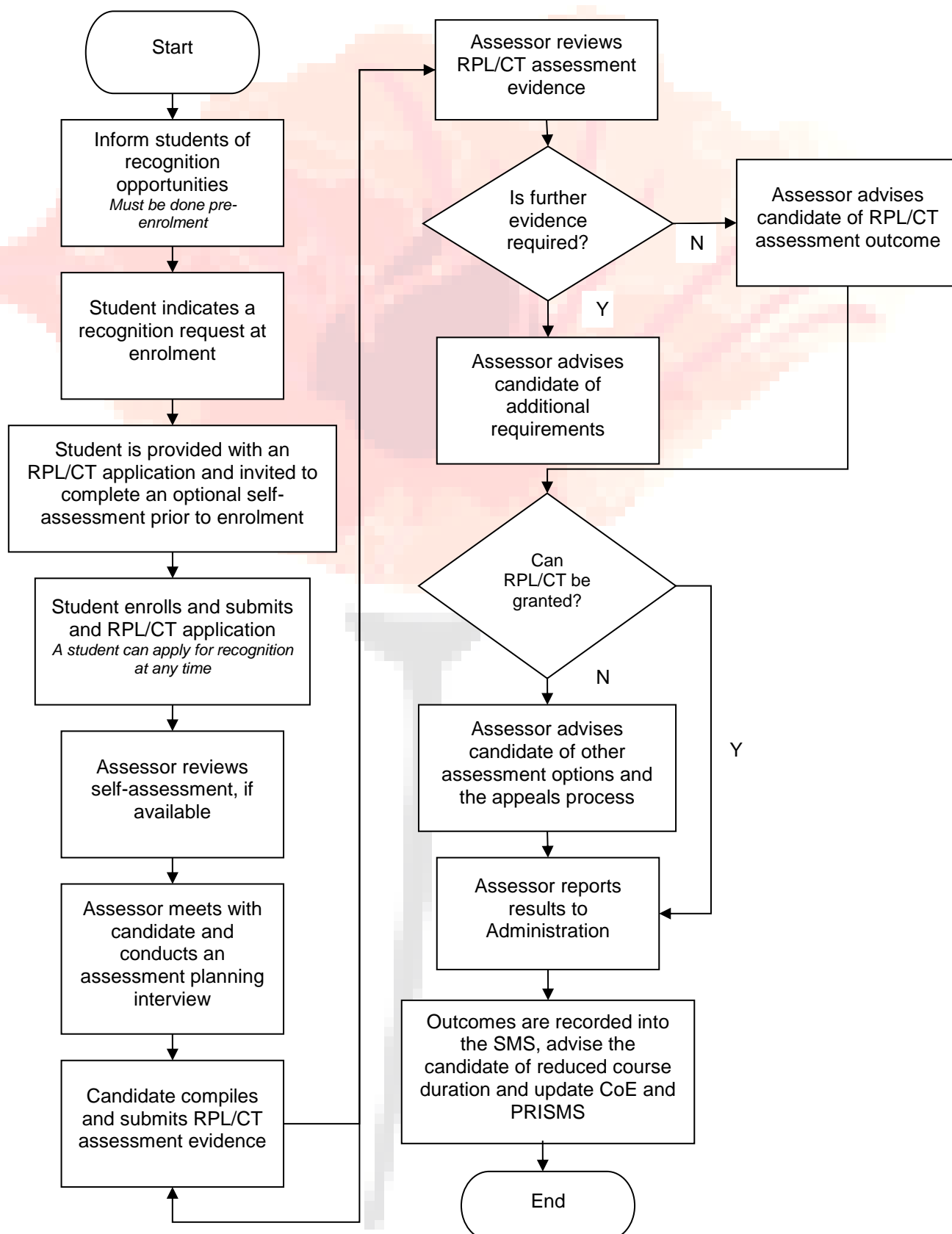
Step 5 The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written record of their decision with feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome. This written record should also be used to capture a record of the student's acceptance of the assessment outcome. Australasia International School is to retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

Step 6 If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process which can be found in the Student Information Booklet or policy and procedure manual.

Step 7 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with Australasia International School Qualifications Issuance policies and procedures. Australasia International School is to inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course. Australasia International School also must report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

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Recognition Process



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