RECOGNITION OF PRIOR LEARNING POLICY

Policy / Document Approval Body: Academic Board

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Policy Contact: VET College Manager

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1.0 Purpose

The purpose of this policy is to set out the requirements for assessing and granting credit and exemptions for students undertaking EIT Vocational Education and Training (VET) courses.

2.0 Scope

This policy is relevant to all EIT students and staff involved and enrolled in VET courses.

Note: Recognition of Prior Learning (RPL) / credit will not be considered for Professional Certificate of Competency Courses

3.0 Overview

This policy outlines the principles for the Recognition of Prior Learning (RPL). It defines how students who have demonstrable, verifiable prior learning based on previous studies or work-based learning and experience may be awarded credit towards the requirements of an EIT VET course, and / or module / unit, and thus reduce the number of modules / units the student must complete to receive an EIT award.

4.0 Starting the RPL process

Prior to enrolment students can contact an EIT Course Advisor for advice on the RPL process. After enrolment students can contact their Learning Support Officer.

The course online application process includes a question where the student can indicate whether they intend to apply for credit. As a preliminary step, the student is asked in that question to indicate the specific module(s) or unit(s) to which this will apply. Once a course application is approved, the student will be sent the detailed 'EIT RPL Application Form' to commence the RPL process.

5.0 Types of Application for Credit

5.1 Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched qualifications (or individual units or modules).

The program for each qualification consists of a series of units or modules. As an Australian Nationally VET Regulated (NVR) Registered Training Organisation (RTO), EIT will recognise Australian Qualifications Framework (AQF) and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation (RTO). If a student has studied the unit or module in a previous program and they can provide official evidence (statement of attainment, Record of Results or similar), then EIT will grant the student credit for that unit or module.

5.2 Recognition of Prior Learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (Ref: National Quality Council Training Packages glossary).

If a student has not studied units or modules directly but believes they can present a strong case to demonstrate that they are already competent in the subject matter, then they need to provide detailed evidence. This will require the student to prepare their case and for EIT to assess it. If RPL is granted it does not reduce program fees because of the complexity of assessing each application. EIT will look at the learning outcomes of the unit or module and then assess the evidence that the student has provided against those outcomes.

In most cases where credit transfer or RPL is granted the time taken to complete a program with EIT does not change; the student would simply take a break while the rest of the class proceeded through units or modules for which the student has been granted exemption.

6.0 For the student to consider

EIT usually recommends that students carefully consider which units or modules and to what extent they apply for RPL. There are several reasons why care is needed:

6.1 By studying the entire course, the student will get the latest information, especially if prior studies in the subject were completed some time ago.

6.2 The student maintains continuity, which maintains the discipline of the studies.

6.3 In some cases, claims that EIT receive for exemption are based upon a student's prior studies at a lower AQF level. Claims for RPL based on previous study must come from qualifications at a similar AQF level.

6.4 As required by various accrediting bodies, the RPL process is rigorous and requires considerable resources. As a consequence, only students who have completed the online application process and had a place confirmed on a program and have paid a minimum of the first tuition fee instalment are formally considered for exemption. The RPL process may take some time and may not necessarily be

completed before the course starts. Should a student who has enrolled and applied for RPL not be satisfied with the decision of EIT regarding eligibility then that student may appeal the decision.

6.5 The onus is on the student to present a well-documented RPL application and to demonstrate that they meet all the requirements of the modules or units that they have applied for RPL.

7.0 Submitting an Application

If a student indicates that they wish to apply for RPL, then EIT will provide them with the detailed RPL application form, the RPL Guidelines, and the relevant learning outcomes for the modules / units within the course once that student's enrolment has been officially accepted and the student has paid a minimum of the first tuition fee instalment.

The RPL form will require the student to provide a list of the units or modules for which they would like to claim credit transfer or RPL for, along with detailed evidence.

The RPL application form will act as a guide for the student to provide evidence from:

- Existing qualifications (with copies of relevant certificates etc.);

- Academic scores (or a copy of Record of Results, Statements of Attainment or similar);

- The number and title for any modules or units that may be applied towards the RPL claim. Unless the module or unit has a national code, which will allow EIT to readily locate details, the description should include nominal hours, content and learning outcomes (broken down into each area covered) and the level at which this study was conducted; and

- Relevant career experience: The student will be asked to explain why their career experience demonstrates that they have achieved the learning outcomes and to provide evidence of this. Evidence can take the form of questioning, observation of practical tasks, finished products, presentations, video and / or audio taped evidence, third party reports, documents, and anything else that the student can provide that is relevant and proves competence.

EIT may also request that the student undertake an interview, usually by telephone or online meeting. The purpose of the interview will be to make sure that all relevant learning experiences have been identified and to confirm that the student meets the critical aspects of evidence required to determine current competence.

EIT may ask the student to provide further evidence once the application has been assessed.

8.0 Currency

As part of an RPL process students may present evidence that is gathered over a number of years. This does not mean the evidence cannot be considered; however, EIT must ensure there is sufficient evidence of the person's competence at the time the RPL assessment decision is made.

To ensure students have current competency EIT will:

- Consider all of the requirements of any superseded unit(s) previously studied and compare them to the skills awarded in the current version of the unit(s);

- Identify any additional forms of evidence that the student could provide to demonstrate competence;

- Ensure the total evidence provided by the student shows they have current skills and knowledge in all requirements of the unit(s)/module(s) they are applying for RPL for; and

- Retain all evidence collected during the RPL process.

9.0 Fees for RPL

There is no fee for RPL assessment, but the program or per module / unit cost will not be reduced due to the level of administrative work involved in assessing an RPL application. If an RPL application is successful, the student will simply be granted exemption from attendance for the selected module(s) or unit(s).

10.0 How is the decision made (examples)?

All RPL claims will be reviewed by a relevantly qualified Assessor (a senior lecturer or subject matter expert) who meets the vocational competency requirements of trainers and assessors mandated in the most current standards for the regulation of Vocational Education and Training (VET). The RPL Assessor will make a decision and the Learning Support Officer will then communicate the decision to the student.

11.0 Possible outcomes

After a claim is evaluated, there are three possible outcomes:

11.1 Exemption will be granted from the specific Unit(s) or Module(s) with credit given to the student for the Unit(s) or Module(s) (based respectively on their academic results and / or past experience).

11.2 Further evidence will be requested in order to fully assess the application.

11.3 The application is rejected. In the event that a student disagrees with the outcome they can appeal with detailed grounds on why they feel the assessment was unfair.

12.0 Definitions

Please refer to the EIT Glossary that can be found here for all definitions used in this document.

13.0 Related Documents

- Admissions Policy.VET
- Award Nomenclature and Testamur Policy.VET
- EIT01 Training and Assessment Policy
- EIT01.1 Quality Training and Assessment Strategies
- EIT01.3 Support Learners Policy
- EIT01.4 Conduct Effective Assessments Policy
- EIT01.5 Trainers and Assessors Policy
- EIT02 Quality Assurance Policy

- EIT03 AQF Certification Policy
- EIT06 Complaints and Appeals Policy
- Recognition of Prior Learning Guidelines.VET
- Records Management Policy and Procedure.DS
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.VET
- Tuition Payment and Refund Policy.VET

14.0   Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:
- *Privacy Act 1988 (Cwth.)*
- *Standards for Registered Training Organisations (RTOs) 2015 (Cwth.)*
- *VET Student Loan Act 2016 (Cwth.)*
- *VET Student Loan Rules 2016 (Cwth.)*
- *VET Student Loans (Courses and Loan Caps) Determination 2016 (Cwth.)*

15.0   Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.