

RPL/CREDIT TRANSFER POLICY

Policy Code: RPL - 001

Version: 1.0

Effective Date: 2nd April 2018

REGOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

You may be eligible to have your past studies and/or work experience count as Recognition of Prior Learning (RPL) or Credit Transfer (CT) towards the achievement of units of competency in the courses offered at A.C.O.A.E. RTO. This means that you could be exempt from some of the units of competency listed in your course sequence guide and be able to complete your qualification in a shorter period of time. Please note that you must be an enrolled student with A.C.O.A.E. RTO before you can apply for RPL or CT

Recognition of Prior Learning (RPL) is a process through which experience in the workplace, in voluntary work, in social or domestic activities, through informal or formal training or other life experiences can be assessed through a recognised process. This information is used to prove the applicant's competence in selected units. This evidence must be current for the student's application to be approved. Applications will be processed prior to commencement in the course. Applications for RPL must be received 4 weeks prior to the start of any term of study.

Credit Transfer (CT) is learning achieved through formal education and training. In this process the initial unit of competence is an equivalent unit of competence. The student must produce a 'Statement of Attainment' as evidence that in the past they have completed and passed the assessment requirements of the identical unit of competence. Applications must be received one(1) week prior to the start of term

WHY APPLY REGOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER (CT)

The advantages of applying for Recognition of Prior Learning (RPL) or Credit Transfer (CT) include:

- a student establishing whether their experience is similar to that required by the course

- a reduced course load if the student has already achieved some of the learning outcomes
- recognition in areas of current competence

HOW DO I APPLY?

REGOGNITION OF PRIOR LEARNING (RPL)

Step 1: Contact the RPL Assessor by email: enquiry@ACOAE.com

To discuss the process of your potential RPL and to obtain guidance about progressing an RPL application.

Step 2: Complete the RPL Application Form

Step 3: Start collecting examples of evidence to support your application

Good evidence is current, relevant, authentic and transferable!

Step 4: Enrol into the unit of competency.

Enrol into the units of competency in which you are seeking RPL as if it were a normal enrolment.

Step 5: Submit application for RPL to the RPL Assessor 4 weeks prior to the start of term.

What happens next?

Your RPL application will be assigned to an Assessor. You will be contacted if any more information or evidence is required. After your RPL is assessed you will receive a result of Competent or Not Yet Competent.

If you are found to be Not Yet Competent you will be required to continue on with the unit of competency as per enrolment and pay the full unit of competency fee.

Is there a fee? - YES

If you are Competent you will incur an RPL fee. See A.C.O.A.E. Fees Policy and Procedure

RPL FEES

Administration Cost: \$250

RPL Certificate IV: \$250 per unit

RPL Diploma: \$300 per unit

Advanced Diploma: \$400 per unit

CREDIT TRANSFER (CT)

What happens next?

Your application for credit will be assigned to an assessor. You will be contacted about the outcome prior to the start of the term.

If credit transfer is granted then you do not need to study the unit of competency and your academic record with A.C.O.A.E. RTO will be updated after census date to record the successful result.

If credit transfer is not granted your enrolment in the unit of competency will remain confirmed, and you will be required to study the unit of competency and pay the full fee for the unit of competency.

Is there a fee? No

HOW DO I SUBMIT MY APPLICATION?

To submit your application for either RPL or Credit Transfer to the RPL Assessor at enquiry@ACOAE.com

NB: Certified copies of any original documents eg. statements of attainment, transcripts must be submitted, or campus staff can sight your original documents and make copies to accompany your application.

WHAT IF I AM UNHAPPY WITH THE OUTCOME

You may appeal the decision in accordance with the Grievances and Appeals Policy and Procedure

CREDIT TRANSFER (CT)

What happens next?

Your application for credit will be assigned to an assessor. You will be contacted about the outcome prior to the start of the term.

If credit transfer is granted then you do not need to study the unit of competency and your academic record with A.C.O.A.E. RTO will be updated after census date to record the successful result.

If credit transfer is not granted your enrolment in the unit of competency will remain confirmed, and you will be required to study the unit of competency and pay the full fee for the unit of competency.

Is there a fee? No

HOW DO I SUBMIT MY APPLICATION?

To submit your application for either RPL or Credit Transfer to the RPL Assessor at www.ACOAE.com

NB: Certified copies of any original documents eg. statements of attainment, transcripts must be submitted, or campus staff can sight your original documents and make copies to accompany your application.

WHAT IF I AM UNHAPPY WITH THE OUTCOME?

You may appeal the decision in accordance with the Grievances and Appeals Policy and Procedure