

Recognition of Prior Learning and Credit Transfer Policy

Policy

Swinburne Open Education (RTO 3059) is committed to offering a process to prospective and current students who wish to apply for Recognition of Prior Learning and / or Credit Transfer based on skills and knowledge gained previously. Swinburne Open Education's Recognition of Prior Learning and Credit Transfer practices comply with the Standards for Registered Training Organisations (RTOs) 2015.

Purpose

The purpose of this policy is to provide staff and students of Swinburne Open Education clear information about Swinburne Open Education's process in considering a student's having gained prior knowledge that is relevant to a Unit(s) of Competency which is part of a qualification offered by Swinburne Open Education.

Scope

This policy applies exclusively to prior learning and credit transfer activities undertaken by Up Education Online on behalf of Swinburne Open Education (RTO 3059) in accordance with the established partnership agreement.

Responsible Officer(s)

Program Manager is responsible for reviewing the application and for providing the outcome of any prior learning and credit transfer application as defined by this policy and procedures.

Head of Student Support is responsible for assisting students with their enquiry regarding recognition of prior learning and credit transfer.

Review and Improvement

This policy and associate procedures are subject to regular review and improvement through Continuous Improvement processes as described in the Continuous Improvement Policy and Procedures.

What is Recognition of Prior Learning (RPL)?

RPL is an assessment process that involves the assessment of a student's relevant knowledge and skills against the required learning outcomes, learning competencies or standards of a subject, unit module, course or qualification to determine credit outcomes of an individual application for credit.

Recognition of Prior Learning (RPL) is the process of transferring the skills and knowledge you have acquired over your lifetime (irrespective of how they were obtained) against the requirements of the unit. RPL is an assessment process that requires you to provide evidence demonstrating how you meet the requirements of the unit/s. The evidence you provide can come from any previous experiences that are relevant to the job role and outcome of the specified unit of competency, for example:

- Employment history
- Volunteering
- Previous studies
- Work documents such as reports, spreadsheets, or products/samples
- Professional development
- Leadership roles in sports clubs, life experiences, coaching experiences
- In-house training programs
- Short courses

- Committees you may belong to
- Project plans
- Any other specific interests

To apply for RPL:

1. The candidate is required to email student services via studentservices@swinburneopen.edu.au with their request to apply for RPL. The email must contain the candidates Student ID, Full Name and list the units of competency they would like to complete via RPL.
2. Student services will create a case and have it actioned by the education delivery team
3. Within 10 business days, the candidate will receive their RPL folder including Self-Assessment Tasks for each unit of competency. It is important that the candidate carefully reviews each document and determine whether they will be able to successfully meet the requirements of each unit. The candidate will be provided with 10 business days to respond and outline whether they would like to continue with RPL and if any amendments to the initial request are required.

What is a Self-Assessment Task?

This is a checklist provided to an RPL applicant to help them determine whether they would be able to successfully complete an RPL assessment. The document clarifies all the requirements of a unit and details the types of evidence a candidate would be required to submit for RPL. If a student is not confident with their ability to provide all the necessary evidence as prescribed in the unit of competency, it is advised that they do not proceed with RPL.

4. Once the candidate provides a confirmation email to Student Services confirming that they would like to continue with RPL. The candidate will be given 20 business days to gather the required evidence per the requirements stated within each unit of competency. The candidate must communicate with their designated case administrator and seek additional time to collect the necessary evidence as required. Failure to engage with the case administrator and a lack of engagement throughout the RPL process will result in a cancellation of the request. Candidates must maintain communication with Swinburne Open Education throughout the RPL process for the case to be considered 'active'. Currently 'active' cases will be closed in instances where the candidate has not engaged with Swinburne Open Education for more than 4 weeks. Closed cases will not be reopened and a new application will be required of the candidate if they seek to continue.
5. If the candidate is successful in providing the required evidence and completes the designated Self-Assessment Tasks in full, the case will be transferred to an Assessor for a formal assessment. The assessment process will take around 20 business days. If successful a student's application is deemed eligible for a formal RPL and the required grades are reflected on the student's enrolment. The Assessor will liaise with the candidate to ensure additional evidence is supplied and may request phone calls to discuss additional evidence gathering activities and options. . In the instance that a student has been found 'Not Yet Competent' for a unit of competency via RPL, the student will be required to re-enrol. For more information about the cost to re-enrol please refer to the Scheduled of Administrative Fees on page 6 of the Student Handbook.

For further information on RPL and Credit Transfer, please refer to the following document – [Guidelines – VE Credit Transfer and RPL V1.3](#)

Credit transfer is the recognition of academic credits gained through formal study (i.e., units of competency) completed either at another institute or in another qualification. The total amount of credit will vary from individual to individual, based on the unit/s that have been successfully completed and the training package rules associated with the course the applicant is seeking credit for.

To apply for Credit Transfer:

1. Email the student services team via studentservices@swinburneopen.edu.au to receive the VE credit transfer



application form. The application document provides instructions on how to complete the form.

2. Complete the VE credit transfer application; please attach a certified copy of your authorised transcript clearly showing the units and result outcomes. Send your application with all relevant attachments to student services via email. The student services team will then escalate your application to the appropriate team members for consideration.
3. Please give the credit transfer team up to 20 business days to process your application. Upon completion of the review, students will receive a formal outcome of the credit transfer attained. The outcome will include information on the revised study plan and any reduction in course fees because to the credit transfer.

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