

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 with 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.

Recognition of Prior Learning

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

Applying for Recognition of Prior Learning (RPL)

Candidates submit an RPL request to Student Services (studentservices@swinburneopen.edu.au)

1. including their Student ID, full name, and requested units.
2. Student Services creates an RPL case and forwards it to the education delivery team.
3. Within 10 business days, candidates receive an RPL folder with Self-Assessment Tasks. They must review the requirements and confirm within 10 business days whether they will proceed or amend unit selections.
4. Once confirmed, candidates have 20 business days to submit evidence and must stay in contact with their case administrator. Cases may be closed after four weeks of no engagement, requiring a new application.
5. After submission, an Assessor reviews the evidence (up to 20 business days) and may request additional information or a phone discussion. **Should the Assessor identify that the student has provided sufficient evidence and is eligible to apply for Recognition of Prior Learning, a \$400.00 per unit fee will apply to each unit.**
6. Outcome: If competency is confirmed, RPL is recorded. If deemed Not Yet Competent, the student must complete the module through the standard assessment process.

Credit Transfer

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.

Applying for Credit Transfer (CT)

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.

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