

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)

Head of Faculty 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) and Credit Transfer?

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.

Credit Transfer (CT) is offered for the same or equivalent Unit(s) of Competency that has been successfully completed at any Registered Training Organisation.

Recognition of Prior Learning and Credit Transfer Procedures

Credit Transfer procedure

Students who have completed the same or equivalent Unit(s) of Competency which is listed as part of the

qualification they are enrolled in or intending to enroll in, can apply for a Credit Transfer for this particular Unit or Units of Competency. Students should submit an application form and pay the application fee (refer to the Schedule of Administrative Fees) to the Student Support Services. The application would be referred to the Head of Faculty for approval. Upon the review of the application the outcome will be communicated to the student and Student Support Services and should the Credit Transfer be applicable it will be entered in the student's records. On completion of the course, the Unit(s) which was awarded as a Credit Transfer will show as *Credit Transfer* on the student's Statement of Attainment.

Recognition of Prior Learning procedure

Students wishing to apply for RPL should discuss their intention with Student Support Services as early as possible. If the preliminary discussion determines that the RPL application is suitable, the student will receive an RPL Candidate Kit to enable a self-assessment. Upon completing Part A of the RPL Kit and gathering the required documentation, the student will submit Part A of the RPL Kit and pay the application fee (refer to the Schedule of Administrative Fees). The application will be reviewed by the Head of Faculty and if deemed suitable to proceed, the candidate will receive a written agreement and an invoice for the next part of the application. The student will then complete the remainder of the RPL Kit and submit all the required evidence with payment as per the Schedule of Administrative Fees. The Head of Faculty will review all the evidence and determine the outcome of the RPL application. The outcome will be communicated to the student as competent or not yet competent which in this case will require further evidence. Should the evidence be sufficient the outcome of 'competent' will be entered in the student's record as 'RPL' for the Unit or Units of Competency assessed and would show as such on the Statement of Attainment.

