

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 that 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 that demonstrates 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:

- Contact Student Services via student.services@soe.edu.au with your request to apply for RPL
- Student Services will create your case and send it through to the relevant Education Delivery Team
- You will receive the Stage 1 RPL Eligibility review documents and be required to pay the \$300 administration fee before commencing
- Once the administration fees have been processed, a Stage 1 eligibility administrator will be assigned to your case and will forward all necessary RPL Stage 1 documentation and folders utilized for evidence collection. Candidates will be provided with 20 business days to gather the required evidence as per the requirements stated within each unit of competency. Applicants must maintain communication with their designated case administrator and seek additional time if needed to gather the required evidence.
- If successful with stage 1 and a student's application is deemed eligible to go through a formal RPL assessment. The student's RPL applications will be sent through to the Swinburne assessment team to complete a formal review and quotation of RPL Costs associated to the application. (please see attached document for further information – link to "Guidelines – Recognition of Prior Learning Student Information")

What is Credit Transfer(CT)?

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

Credit Transfer is the recognition of academic credits gained through formal study (ie 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 to the course the applicant is seeking credit for.

To apply for Credit Transfer:

- Reach out to the Student Services team via email (student.services@soe.edu.au) to be provided with the VE Credit Transfer application form. Instructions on how to complete the form are provided to students within the application document.
- Complete the VE Credit Transfer application, please ensure that you 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 relevant team members for consideration.
- Please give the Credit Transfer team up to 20 business days to process your application. Upon completion of the review students will be provided 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 of the Credit Transfer.

For further information on RPL and Credit Transfer, please refer to the following document - [Guidelines - VE Credit Transfer and RPL V1.2.pdf](#)

(To attain access to the Guidelines – VE Credit Transfer and RPL document, please send an email to Student Services to request a copy)