



## Student Credit Transfer/Recognition of Prior Learning (RPL)

### Policy

Carrick Institute of Education will ensure that Credit Transfer / RPL is offered to all applicants on enrolment and that the process is structured to minimise the time and cost to applicants; and provides adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

### Overview

Prior to enrolling with Carrick Institute of Education, a number of students may have achieved relative competency in the courses offered by Carrick Institute of Education through formal and informal training and educations. These could include;

- work experience,
- completion of Units of Competency or qualifications with another provider,
- relevant life experience, and/or
- any combination of the above.

The assessment pathways in Carrick Institute of Education provide for the recognition of competencies previously obtained. It should be remembered that Units of Competency and qualifications should be recognised regardless of how, when or where they were achieved.

In order to recognise prior learning of candidates, the candidates shall supply evidence that indicates that the candidate is currently competent against the endorsed industry competency standards. These could include;

- i. Course outlines (For courses where the candidate has been deemed competent)
- ii. A Certificate with the relevant recognised authority logos
- iii. Certification of hours of study
- iv. Certified results from an institution
- v. Statements of Attainment
- vi. Subject Outlines from previous study
- vii. Textbooks used in the course of study
- viii. Personal resume that can be verified
- ix. Summary of work experience that can be verified
- x. Reference from former employers that can be contacted
- xi. Testimonials from clients
- xii. Work samples

The onus is on candidates to provide sufficient evidence to satisfy the requirements of competency that is current.

When assessing prior learning, Carrick Institute of Education shall at all times ensure that the evidence supplied is;

- authentic
- valid
- reliable
- current
- sufficient

### **Assessor Qualifications**

Carrick Institute of Education shall at all times ensure that assessors completing assessment for prior learning will have completed a Certificate IV in Training & Assessment TAA40104 OR equivalent assessing units:

- TAAASS401A Plan and organise assessment,
  - TAAASS402A Assess competence,
  - TAAASS404A Participate in assessment validation,
- plus the relevant vocational competencies.

### **Credit Transfer**

Carrick Institute of Education will recognise AQF qualifications and Statements of Attainments awarded by other Registered Training Organisations and provide students equitable arrangements for the processing and assessment of these qualifications within the AQTF guidelines.

### **Guidelines specific to international students studying on a student visa**

Where Credit Transfer or RPL is granted before the issue of a visa, the new course duration (shortened by Credit Transfer or RPL) will be indicated on the CoE issued for that student. Where Credit Transfer or RPL is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.

### **General Guidelines**

- 1.0 Students are advised of Credit Transfer/ RPL possibilities prior to enrolment and encouraged to submit documentation at that time.
  - 1.1. Students must submit authenticated detailed supporting documents including Course transcripts, certificates, and letters of reference.
  - 1.2. All international documents must have a certified English translation.
- 2.0 All students **must** sign a record of Credit Transfer/ RPL granted and a copy will be placed on the student's file.

### 3.0 Fees and Charges

Any fees applicable for Credit Transfers/ RPL Assessments will be determined through Carrick Institute of Educations fees and charges policy.

#### **Related Policies**

SMP 3 Student Fees and Charges

SMP 37 Credit Transfer/Recognition of Prior Learning Internal Procedure

#### **Related Forms**

SMF 2 Credit Transfer / RPL Request Form

SMF 3 Credit Transfer / RPL Student Exemption Form

Application for Recognition of Prior Learning and Current Competencies

#### **Policy Locations**

P: Drive

MyCarrick

Website

# What is Recognition of Prior Learning (RPL)?

## How do you show evidence of RPL?

Applicants will need to show how they have achieved the competencies of each accreditation level and if they can satisfy the performance criteria by submitting evidence that entails,

- Validity (is the evidence relevant?)
- Sufficiency (is there enough evidence?)
- Authenticity (is the evidence a true reflection of the candidate?)
- Currency (is the evidence recent?)

Following are a few examples of the ways evidence can be provided. Applicants will need to include a variety of these in their application form.

## Education and Training

- Formal, accredited and informal training;
- Copies of certificates, qualifications achieved from other courses, school or tertiary results;
- Statements outlining courses and or study that have been undertaken and the learning outcomes/ competencies achieved from these.

## Work Related Experience

- Positions descriptions of previously held employment;
- Resume of work experience which may include reports from supervisors or managers;
- Copies of any statements, references or articles about your education, training or employment;
- Examples of relevant work samples or tasks from previous employment.