

PO1.3 Credit Transfer & Recognition of Prior Learning Policy

Effective Date: 5 May 2021

Policy Owner: Director, Education Strategy & Innovation

Applies to: All Online Delivery RTOs

1. Purpose

Open Colleges (OC) recognises that where a student has studied previously or have significant work experience in a particular field, they may be eligible for credit towards a new course, allowing them to finish their study sooner. The purpose of this policy is to provide OC students with clear information about options available to allow them to gain credit transfer (CT) for existing units of competency or recognition of prior learning (RPL) based on previous formal or informal study, work, or other experience. This policy also outlines the process students should follow to apply for CT or RPL.

2. Scope

This policy applies to all prospective students, and new and existing students enrolled in a Nationally Recognised Training (NRT) training course with any OC RTO.

3. Policy

3.1 General

- (a) Where a student (potential or current) has undertaken previous study, training, or relevant work experience, a student may be granted CT or RPL if they can provide evidence that demonstrates this experience.
- (b) Any application for CT or RPL must be made using the prescribed form and/ or webpage (where available). It is the responsibility of the student to provide OC with sufficient evidence (in the form required by OC) which demonstrates that their experience meets the requirements of the unit of competency in the OC qualification. For RPL, students will need to refer to the RPL kit for their specific course for detailed information.
- (c) Where CT or RPL is granted, this will reduce the study requirements, and therefore would shorten the time to complete the OC qualification.



(d) OC reserves the right to not issue AQF certification documentation (including a Statement of Attainment) with the units for which CT has been granted until after

3.2 Fees

- (a) Fees are payable for any CT or RPL application, and these are published in OC's Schedule of Administrative Fees, which is on OC's website under 'Key Student Information'.
- (b) The applicable fees must be paid in full prior to the assessment of the CT or RPL application and are non-refundable regardless of the outcome of the application.
- (c) For CT application and those courses not available for online RPL applications, OC will provide students with details in writing on how to pay the applicable fees.

3.3 Credit Transfer

- (a) CT is the awarding of credit for a unit (or units) of competency attained by the student from another RTO, where the unit of competency is the same as one in an OC qualification.
- (b) OC will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) provided these are evidenced by Australian Qualification Framework (AQF) certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar.
- (c) Any unit of competency for which CT is granted will be recorded as a 'Credit Transfer' on any AQF certification documentation subsequently issued by OC, including the student's assessment record.
- (d) OC is not obliged to issue AQF certification documentation that is achieved wholly through recognition of units completed at another RTO or RTOs.

3.4 Process for applying for Credit Transfer

- (a) To apply for CT, students must grant OC with permission to access their USI transcript and complete the Credit Transfer Application Form (PR1.5) and submit it to rplct@opencolleges.edu.au.
- (b) If the student's USI transcript does not reflect their results accurately (including for units completed recently), the student should enclose a certified copy of the AQF certification documentation that lists the units of competency for which they are seeking CT.
- (c) The AQF certification documentation submitted in support of an application must be certified. Please see Section 3.10 below for details on the requirements for certification. Any documentation submitted that does not meet requirements is unable to be accepted as evidence.



- (d) OC will endeavour to provide an outcome for any CT application within 10 business days after receipt of all evidence in the required form and payment of the CT Application fee.
- (e) Students will be informed of the outcome of their CT application by email.

3.5 Special Condition for Credit Transfer for First Aid

- (a) OC will only provide a CT for any First Aid award where the expiry date on the first aid certificate is after the expiry date of the student's enrolment in the OC course.
- (b) Should the student be delayed in the completion of their OC course and the First Aid certificate is no longer current, the student must provide a current First Aid certificate before their AQF certification documentation can be issued.

3.6 Recognition of Prior Learning (RPL)

- (a) RPL is an assessment-only pathway of determining the competence of a person, which has been acquired through:
 - (i) formal learning e.g. structured program of learning which leads to attainment of an AQF certification documentation
 - (ii) non-formal learning e.g. structured program of learning but does not lead to attainment of an AQF certification documentation i.e. professional development courses
 - (iii) informal learning e.g. learning through work experience and/ or leisure, social or hobby activities
- (b) OC will only grant RPL where it is satisfied that the evidence supports an assessment of competency of the student, taking into account the requirements of the particular unit/s of competency.
- (c) A student may obtain up to 100% of their OC course requirements via RPL, however OC may (at its sole discretion) require the student to complete an additional assessment/s to ensure competency can be demonstrated prior to the issuing of any AQF certification documentation.

3.7. Process for applying for RPL

- (a) Where web application is available to apply for RPL, students must complete the online RPL Kit and submit it online, uploading and attaching all required information specified in the online RPL Kit.
- (b) Where web application is not available to apply for RPL, students must complete the relevant RPL Kit for their course and submit it to rplct@opencolleges.edu.au enclosing all required information specified in the RPL Kit.
- (c) Detailed information is provided in the course specific RPL Kit as to the evidence of the skills and knowledge needed to meet the requirements of the unit/s of



- competency that the student is seeking RPL for. Section 3.8 below provides some additional guidance on evidence requirements.
- (d) OC's assessor may request additional information from the student to support the application.
- (e) The assessment of the RPL application and evidence will be conducted in accordance with OC's Learning & Assessment Policy (PO4.1).
- (f) OC will endeavour to provide an outcome for any RPL application within 20 business days after receipt of all evidence in the required form and payment of the RPL application fee.
- (g) Students will be informed of the outcome of their RPL application by email.
- (h) If a student has applied for RPL prior to enrolling in a course with OC, the RPL outcome is valid for 60 days only.

3.8. RPL Evidence

- (a) The student is responsible for clearly identifying which elements of the unit/s of competency that their evidence relates to i.e. all evidence provided must be mapped to enable for appropriate assessment.
- (b) In making an application for RPL the student is warranting that the evidence submitted is the student's own work. OC reserves the right to reject any application for RPL where it is determined that the work submitted is not the student's work.
- (c) In conducting its assessment of the student's RPL application, OC may carry out a number of activities to verify the information provided, including contacting nominated persons, workplaces and/ or academic bodies.
- (d) Any AQF certification documentation or other documentation formally issued by a body and submitted in support of an application must be certified. Please see Section 3.10 below for details on the requirements for certification. Any documentation submitted that does not meet requirements is unable to be accepted as evidence.

3.9. Appealing the outcome of a CT or RPL application

If a student disagrees with the outcome of a CT or RPL application, they may lodge an Assessment Appeal, using the Assessment Appeal Form (FR4.1), located on OC's website under 'Key Student Information'.

3.10. Certified documents

(a) A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.



(b) OC will accept documents certified by a person who is authorised as a witness for statutory declarations under Statutory Declarations Regulations 1993 – Schedule 2. This schedule provides a wide range of authorised occupations and office holders who may certify a document.

4. Related documents

- PO4.1 Learning & Assessment Policy
- RPL Kit (includes application, available upon request)
- DC1.3 Schedule of Administrative Fees
- FR1.5 Application for Credit Transfer
- FR4.1 Assessment Appeal Form

5. Related Legislation

• Standards for Registered Training Organisations (RTOs) 2015

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