

POLICY & PROCEDURE: RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

The Ella Baché College of Skin and Beauty Therapy recognises Australian Qualifications Framework (AQF) qualifications and statements of attainment granted by other Registered Training Organisations. Current or potential students at the College may apply and be eligible for Recognition of Prior Learning (RPL) or Credit Transfer for any unit of competency that is in the College scope of registration.

Policy

Recognition of Prior Learning

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment
- Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment; and
- Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (eg: the acquisition of interpersonal skills developed through years in the Beauty sector).
- Student Services will inform you of the initial evaluation within 2 business days.
- Not all applications are suitable for RPL. If the application is reviewed as appropriate for RPL the College will send Students an RPL Kit/Pack, and an invoice for the assessment.
 - All RPL applications which are completed for units of competency before the Census date for the unit of competency will be liable for a \$150 per unit fee, regardless of outcome.
 - All successful RPL applications will result in the fee period impacted by the RPL having the costs deducted from the total course fees payable.
 - All RPL applications which are completed for units of competency after the Census date for the unit of competency will be liable for the full Census fee for the period.

Credit Transfer

Credit transfer is an automatic recognition, not requiring the Student to go through the RPL process. If students have completed courses from a Registered Training Organisation that delivers AQF qualifications or units of competency that are nationally accredited, then these courses or units will be automatically recognised by Ella Baché College of Skin and Beauty Therapy providing they are the same as those offered by the College.

Units of competency with different codes or titles but which are equivalent to those offered by the College (as determined by the Training Package developer) may be recognised providing they have been completed within the last 5 years. Credit Transfer must be completed prior to the first Census Period for the course; is only available for students who are enrolled in, or are intending to enroll into a full qualification at the College; the fee per unit varies, with the costs deducted from the total course fees payable.

International Students

Where a student applied for and was granted credit through Recognition of Prior Learning (RPL) or Credit Transfer after orientation/commencement, the length of the CoE will be reduced via PRISMS. The reduction of study may affect the duration of the course and affect the student's visa and CoE. Students should seek advice from the Department of Home Affairs (DHA) regarding any change to their enrolment status and possible implications to their student visa.

Procedure

Applying for RPL and Credit Transfer

Students should complete either the 'RPL Application form' or the 'Credit Transfer Application form'. The application forms are available:

- From the 'My Course Information' subject in the <https://my.ellabachecollege.edu.au> learning portal, or
- From the Appendix in this Student Handbook, or
- By contacting Student Support on studentservices@ellabachecollege.edu.au

RPL Application:

1. Students should complete the 'RPL Application Form' and email it to studentservices@ellabachecollege.edu.au
2. The Form should be accompanied with the following supporting documentation:
 - a. C.V or Resume detailing relevant work history
 - b. Any references from relevant workplaces which support the CV/Resume
 - c. Academic transcripts and / or Statement of Attainments relevant to the units of competency

Note: It can take up to 4 weeks to complete an RPL assessment

Credit Transfer Application:

1. Students should complete the 'Credit Transfer Application Form' and email it to studentservices@ellabachecollege.edu.au
2. The Form must be accompanied with the following supporting documentation:
 - a. Academic transcripts and / or Statement of Attainments relevant to the units of competency
 - b. Qualification Testamurs/Certificates

NOTE: A student is not charged tuition fees for a replacement component of the replacement course