Recognition of Prior Learning, Current Competence and Credit Transfer Policy Version 2

1 Document Control

Version	Date	Amended by	Changes Made
1	29/11/2012	Executive Manager, Academic Special Projects	Initial document
1.1	28/08/2017	Manager, Teaching and Learning Enhancement	Update to new policy template
			Review of policy to meet the Standards for RTOs, 2015
			Development of RPL Templates
1.2	11/09/2017	Manager, Teaching and Learning Enhancement	Changed all references to BHIG
			Added BHIG to the Definitions
			Moved the definitions into alphabetical order

2 Purpose

To determine the policy and principles which apply to recognition of prior learning, recognition of current competence and credit transfer

3 Scope

Applies to BHIG in relation to recognition of prior learning and credit transfer. This Policy does not relate to VCE and VCAL Programs.

4 Policy Statement

BHIG supports the Recognition of Prior Learning, Recognition of Current Competence and Credit Transfers through a standard process, which is fair, transparent and consistent.

The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

Students will have the opportunity to gain Recognition of Prior Learning (RPL), Recognition of Current Competence or Credit Transfer based on skills and knowledge gained through prior work and life experiences, education and training.

Opportunities for Recognition of Prior Learning, Recognition of Current Competence or Credit Transfer will be identified during the Pre Training Review Phase, prior to students enrolling in a course of study.

RPL, RCC and Credit Transfer will only apply where the qualification/skill set/module/unit of competency is included on BHIG's current scope of registration.

RPL, RCC and Credit Transfer may be granted up to 100% of a qualification but BHIG is not obliged to issue a Qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

BHIG will recognise current AQF qualifications and statements of attainment issued by other registered training providers provided they have been authenticated by a representative of BHIG contacting the organisation that issues the document and confirming that the document is valid.

All RPL and Credit Transfer applications from BHIG Staff must be approved by an RPL Panel.

5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the BHIG Code of Conduct for Employees.

6 Definitions

Term	Definition
AQF Qualification	Australian Qualifications Framework qualification type endorsed in a training package or accredited in a VET accredited course.
BHIG	BHIG means Box Hill Institute, CAE and wholly owned subsidiaries
Credit Transfer	Credit transfer is a training credit for a unit of competency or module previously completed by a client and includes granted application for mutual recognition. These are not formal enrolments in the normal sense, because they involve neither delivery nor assessment of the student's knowledge. However, credit transfers need to be recorded and reported.
Currency in assessment	Currency in the assessment context means that assessment evidence must be from the present or the very recent past. In the context of RPL or RCC this means that the evidence must be less than two years old.
RCC	Recognition of Current Competency (RCC) Applies if a client has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. If a unit of competency or module has any training activity associated with it then grade code RC must not be used – the client must enrol in the competency.
RPL	Recognition of prior learning (RPL) Involves the assessment of the previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process) that assesses an individual's non-formal and informal learning.
RPL Panel	Panel made up for the purpose of endorsing an RPL application from a staff member. The panel must be made up of a vocational expert and a Representative of Teaching and Learning Enhancement Team. Final approval is made by the Manager, Educational Quality.

7 Related Procedures

The following procedures are linked below:

- Recognition of Prior Learning, Current Competence and Credit Transfer Procedure – BHIG

8 Related Operating Guidelines

Nil

9 Related Forms

- Recognition of Prior Learning, Current Competence and Credit Transfer Procedure – BHIG
- RPL Assessor guide template
- RPL Candidate Guide Template
- RPL Panel Report

10 Related Legislation and Registration

10.1 Box Hill Institute Group

Nil

10.2 External

ASQA Standards for Registered Training Organisations 2015

11 Records

Records will be maintained in accordance with the requirements of BHIG's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

12 Review

This policy must be reviewed no later than three (3) years from the date of VETBoS endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Responsibilities

Task	Person Responsible
Pre Training Review	Manager
Creation of RPL Candidate and Assessor Guide for each	Manager

unit.	Coordinator
	Teacher
Submission and management of Credit Transfer Process	Manager
	Coordinator
	Teacher
Submission and management of RPL Process	Manager
	Coordinator
	Teacher
Assessment of RPL or RCC Application	Qualified VET Teacher with Vocational competence and Currency
Establishment and convening of RPL Panel for staff RPL Applications	Manager
	Coordinator

14   Approval Body

The CEO is the approval body.

Owner	Author
Executive Director, Academic Affairs (VET & Higher Edu)	Manager, Teaching and Learning Enhancement