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

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Authorised by: CEO

Endorsed By: Executive Team

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Document: **Recognition of Prior Learning,
Current Competence and Credit
Transfer Procedure**



Document No.: **ACA-AA-PRO018**

Process Area: **Academic Affairs**

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1 Document Control

Version	Date	Amended by	Changes Made
1	29/11/2012	Manager Quality	Initial document
1.1	14/08/2017	Manager, Teaching and Learning Enhancement	Update to new procedure template. Design of new RPL Candidate and Assessor Templates to support procedure Change of process to meet requirement to offer RPL/RCC/TR to all candidates at Pre Training Review stage. Confirmation that RPL/RCC/TR candidate and assessor information packs must be available for all units on scope of registration. Clarification on process for staff RPL/RCC/CRs. Clarification of Appeals process.
2	11/09/2017	Manager, Teaching and Learning Enhancement	Changed all references to BHI Added BHI to the Definitions Moved the definitions into alphabetical order
2.1	09/04/2019	Academic Quality Assurance Officer	Minor Administrative change to remove reference to CAE and BHIG

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Version	Date	Amended by	Changes Made
2.2	21/05/2019	Manager, Teaching and Learning Enhancement	Updated to 'exclude' Higher Education students from the scope of this procedure

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 BHI in relation to recognition of prior learning and credit transfer. This Procedure does not relate to Higher Education Courses, VCE and VCAL Programs.

4 Responsibilities

Task	Area Responsible
Pre Training Review	Manager Recruitment
Creation of RPL Candidate and Assessor Guide for each unit.	Manager 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

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5 Definitions

Term	Definition
AQF	Australian Qualifications Framework
AQF Qualification	Australian Qualifications Framework qualification type endorsed in a training package or accredited in a VET accredited course.
Assessment	Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as specified in a Training Package or VET accredited program and is conducted in accordance with the principles of assessment and the rules of evidence
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.
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.
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.
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.

6 Procedure

Procedure	Responsibility
Principles:	Dean of Faculty

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<p>RPL and Credit Transfer will only apply to those qualifications/skill sets/units of competency currently on BHI's current scope of registration.</p> <p>RPL and Credit Transfer assessments are expected to be:</p> <ul style="list-style-type: none">• offered at the time of pre training review.• conducted in a timely manner that minimises the time and cost to the candidate;• fair, valid, reliable and flexible, ensuring that there is no conflict of interest and that in all cases an independent or unbiased assessment is made• based on evidence that is current, authentic, reliable, valid and sufficient. <p>RPL and Credit Transfer may be granted up to 100% of a qualification but BHI 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.</p> <p>In bound International Students</p> <p>The granting of course credit to an Inbound International student will be managed through the International Student Services Office as specific requirements apply depending on whether the student is applying for credit off-shore before their Confirmation of Enrolment (CoE) and Visa have been issued, or on-shore after arrival.</p>	<p>Managers Coordinators Teachers</p>
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<p>Credit Transfer</p> <p>Under the principles of National Recognition, a student will be granted a credit transfer for current or equivalent units of competence that they successfully completed at any other Registered Training Organisation (RTO) provided they have:</p> <ul style="list-style-type: none">• Studied or been assessed in at least one unit of the original qualification with BHI.• Enrolled in a BHI course that contains the unit/s being sought.• Where the qualification being sought is a pre-requisite or entry requirement to a qualification in which the student is currently studying with BHI.	<p>Managers Coordinators Teachers</p>
<p>Pre Training Review</p> <p>Students must be offered RPL, RCC and Credit Transfer at the Pre Training review before enrolling in a course.</p> <p>Students who identify as interested in RPL, RCC or Credit Transfer are referred to the teaching area as RPL, RCC or Credit Transfer candidates.</p> <p>Students who are interested in RPL, RCC or Credit Transfer are advised of costs and time lines to enable them to make an informed decision prior to enrolment.</p>	<p>Managers Coordinators Teachers</p>
<p>RPL and RCC Candidate Information Packs</p>	<p>Managers</p>

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<p>A completed RPL and RCC Candidate and Assessor information pack must be completed for each unit on BHI scope of registration to ensure RPL and RCC is available to candidates in a timely manner.</p> <p>Students are enrolled according to BHI requirements.</p>	<p>Coordinators Teachers</p>
<p>RPL and RCC Process</p> <p>A qualified VET Assessor with vocational competence and currency is assigned to the candidate and provided with student contact details.</p> <p>The Assessor contacts the candidate and arranges a time to meet face to face or via a screen to explain the process and the type of evidence that is required.</p> <p>Enrolment is arranged and a time period for submission and assessment is negotiated between the assessor and the candidate.</p> <p>The candidate collects evidence and advises the assessor when they are ready to be assessed.</p> <p>An appointment is arranged and a competency conversation is conducted where the evidence is viewed and the assessor asks questions to support the collection of knowledge evidence.</p> <p>Feedback is provided and more evidence is permitted to be submitted.</p> <p>The assessor reviews additional evidence and makes the assessment judgement.</p> <p>The assessor records the result according to BHI requirements.</p> <p>The assessor files the evidence according to BHI requirements.</p> <p>The assessor advises the Manager of the outcome of the RPL/RCC and requests generation of a Statement of Attainment or Certificate as appropriate.</p>	<p>Managers Coordinators Teachers</p>
<p>Assessing RPL/RCC Applications</p> <p>Assessors must meet the following requirements:</p> <ul style="list-style-type: none">• Have the vocational competence and currency in the area that RPL or RCC is being sought.• Understanding of the principles and process of RPL and RCC• Understanding of BHI policy, procedure and related documentation to enrol, assess and record RPL and RCC.• Independent of the applicant. <p>RPL and RCC for Staff members</p> <p>RPL and RCC is available to staff members with the following conditions:</p> <p>After the assessment has taken place, an RPL Panel is formed of :</p> <ul style="list-style-type: none">• Vocational expert/s, (not the assessor)• Member of the Teaching and Learning Enhancement Team <p>This panel can endorse the decision.</p>	<p>Manager Assessor</p> <p>Teaching and Learning Enhancement Team Manager, Quality Teacher</p>

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The endorsed decision is forwarded to the Manager, Quality who can approve the application.	
Appeals An applicant who wants to appeal an unsuccessful application applies using the Application for a formal review of assessment (s) form located on the Box Hill Institute Website.	Dean of Faculty

7 Related Documents

Documents, Standards and reference material associated with this procedure include:

- Application for a formal review of assessment (s)
- RPL Candidate Template
- RPL Assessor Template
- Pre Training Review

7.1 Documents

Nil

7.2 Risk/Opportunity Assessment

Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Increased enrolment via RPL/RCC	Moderate		Enrolment numbers	

8 Process Flowcharts

Nil.

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