

PR5.5 Recognition of Prior Learning & Credit Transfer Procedure

Responsible Officer:	Chief Education and Experience Officer
Functional Owner:	Heads of Portfolio
QAS Owner:	Compliance Manager

1. Scope

PR5.5 Recognition of Prior Learning & Credit Transfer procedure outlines the steps for processing an RPL and/or CT application to ensure learners are provided with an opportunity to have their previous learning and experiences recognised as actual competencies, regardless of how, when or where they occurred.

The procedure outlines the steps involved in the following:

- Submitting an RPL application
- Assessing an RPL application
- Types of evidence and documentation
- Processing the RPL application
- Submitting a credit transfer application
- RPL/CT appeals process

This procedure must be read in conjunction with PO7 Complaints Policy and PG5.6 Guideline for RPL & CT

2. Submitting and assessing an RPL application

- Student will send in a request for RPL to Student Support
- Student Support will send RPL application kit with detailed information about the process.
- Student will gather and submit RPL evidence to the Student Recruitment Support (SRS) team. The SRS team will allocate RPL application to Training Operations Manager (TOM)/Assessor within **2 business days** of receiving application
- Once received, the TOM ensures that, within **18 business days**:
 - the application is allocated to an Assessor
 - the Assessor assesses the application and provided evidence; engage in competency conversation with the student, where required
 - advise outcome or provide update to the TOM
- TOM will advise Student Recruitment Support (SRS) to confirm the RPL outcome to the student
- Student may appeal decision (if necessary)

3. Submission of a Credit Transfer application

- Student will request a Credit Transfer for a module(s)
- Student Support will request that the student provides supporting evidence for the CT application and a non-refundable CT assessment fee
- Student Recruitment Support (SRS) will receive and process CT application and advise outcome within **10 business days** of receiving the application
- Student may appeal decision (if necessary)

4. Submission of a Credit Transfer Application for First Aid

- SRS will review each individual application and advise outcome
- Student may appeal decision (if necessary)

5. Quality and Continuous Improvement

This Procedures is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders

6. Related Forms and Documents

- PO5 Assessment Policy
- PO7 Complaints Policy
- [PG5.6 Guideline for RPL & CT](#)

For internal use only: [QMS1.8 Location of QMS related documents.](#)

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Version:	Approved	Endorsed	Effective date	Review date
7	Chief Learning Officer 13/03/17	Functional Owner 13/03/17	13/03/17	13/03/18
Version History:	<p>V2: Has minor update to the timeframe for RPL processing. As such V2 did not require ETAB approval.</p> <p>V3: Minor update to reflect current QCI role and supplementary evidence provision in accordance with the annual policy review (FEB 14). V3 did not require ETAB approval.</p> <p>V4: Changes to reflect VET FEE HELP update. V4: endorsed by ETAB 8 July 2015.</p> <p>V5: Minor changes to reflect current organisational changes and process of managing.</p> <p>V6: September 2016 updated to new format.</p> <p>V7: March 2017 updated to new format</p> <p>V7: February 2018 updated role titles</p>			
Course Type:	All			
RTOs:	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design (3798)			
Partner RTOs:	Yes			