



## Credit and Recognition of Prior Learning Policy and Procedure (VET)

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"> <li>➤ Admissions Procedure</li> <li>➤ Enrolment Policy</li> <li>➤ Enrolment Procedure</li> </ul>		
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## Credit and Recognition of Prior Learning Policy (VET)

### Purpose

This Policy sets out how Lyons College will deal with students who apply for Credit or Recognition of Prior Learning towards any vocational education and training (VET) course offered by Lyons College.

### Scope

Any student or prospective student who applies for Credit or Recognition of Prior Learning for a VET course, Administration staff and academic staff who are authorised to grant Credit or to Recognise Prior Learning.

### Definitions

These definitions are taken from AQF Glossary of Terminology in the *Australian Qualifications Framework Second Edition January 2013*.

**AQF Qualification** is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF

**Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through Credit Transfer, articulation, Recognition of Prior Learning or advanced standing

**Credit Arrangements** are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students

**Credit Transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications

**Learning Outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning

**Recognition of Prior Learning (RPL)** is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary)

### Policy

Lyons College acknowledges that students and prospective students may have completed previous studies or gained work experience prior to commencing their studies at Lyons College. Successful completion of previous studies and work experience may be used to demonstrate Australian Qualification Framework (AQF) equivalency towards being awarded an AQF Qualification.

## **General Principles**

Any student may apply for Credit or RPL towards a VET course of study. Lyons College may grant Credit or RPL if a student can demonstrate that they have successfully completed (or successfully completed components of) an AQF Qualification elsewhere.

Applications for Credit or RPL must be made in writing and be in the form set out in the *Credit and Recognition of Prior Learning Procedure*. Applications for Credit or RPL must be evidenced by certified copies of a student's record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence.

## **Credit and RPL for Other AQF Qualifications or Awards**

Credit and RPL will only be granted where the student has successfully completed (or successfully completed components of) an AQF Qualification in the last ten (10) years. Any records of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other evidence must be dated within ten (10) years of the application for Credit or RPL.

If Credit Arrangements exist (including articulation agreements), the student will need to provide certified documented evidence demonstrating what units they have successfully completed at the previous provider. If Credit Arrangements exist, Administration staff are able to process the Credit Transfer subject to this Policy and in line with the Credit and Recognition of Prior Learning Procedure.

Where no Credit Arrangements exist (including articulation agreements), the student applying for Credit or RPL must demonstrate how they have achieved the learning outcomes for the units they are seeking exemption from.

## **Credit and RPL for Work Experience**

Lyons College acknowledges that granting RPL for work experience is difficult and without a proper documented framework, outcomes could be subjective and inconsistent. Another difficulty is that the process would need to demonstrate how work experience satisfies the learning outcomes leading to an AQF Qualification and the evidentiary requirements would be extremely high.

The learning derived from experience must be identified in order to be assessed. The identification of prior learning from experience comes through systematic reflection on that experience, the writing of clear statements about what was actually learned and the collection and collation of evidence to support those statements.

Assessment of prior learning from experience must be conducted by an appropriately qualified staff member. At a minimum, the person assessing prior learning from experience must hold:

- TAE40116 Certificate IV in Training and Assessment or its successor

**or**

- TAE40110 Certificate IV in Training and Assessment plus the following units:
  - TAELLN411 (or its successor) or
  - TAELLN401A, and TAEASS502 (or its successor) or TAEASS502A or TAEASS502B

**or**

- a diploma or higher level qualification in adult education.

As well as the above qualifications, the assessor must have:

- a) vocational competencies at least to the level being delivered and assessed;
- b) current industry skills directly relevant to the training and assessment being provided; and
- c) current knowledge and skills in vocational training and learning that informs their training and assessment.

# Credit and Recognition of Prior Learning Procedure (VET)

## Purpose

This Procedure sets out how Lyons College will deal with students who apply for Credit or Recognition of Prior Learning towards any vocational education and training (VET) course offered by Lyons College.

## Scope

Any student or prospective student who applies for Credit or Recognition of Prior Learning for a VET course, Administration staff and academic staff who are authorised to grant Credit or to Recognise Prior Learning.

## Definitions

These definitions are taken from AQF Glossary of Terminology in the *Australian Qualifications Framework Second Edition January 2013*.

**AQF Qualification** is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF

**Block Credit** is credit granted towards whole stages or components of a program of learning leading to a qualification.

**Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through Credit Transfer, articulation, Recognition of Prior Learning or advanced standing

**Credit Arrangements** are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students

**Credit Transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications

**Learning Outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning

**Recognition of Prior Learning (RPL)** is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary)

## Procedure

A course that leads to a Lyons College Bachelor award or degree is an academically coherent and cumulative program of specific units that contribute to the acquisition of knowledge, skills and other learning outcomes, including the development of Lyons College graduate attributes. The granting of credit must support the educational objectives of Lyons College.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on equivalence in content and learning outcomes between matched qualifications as determined by AQF.

### General Procedure

Any student may apply for Credit or RPL towards a higher education course of study. Lyons College may grant Credit or RPL if a student can demonstrate that they have successfully completed (or successfully completed components of) an AQF Qualification elsewhere.

Applications for Credit or RPL must be made in writing and be in the form set out in this Procedure. Applications for Credit or RPL must be evidenced by certified copies of a student's record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence.

Granting of Credit or RPL will be at the discretion of the VET Manager or Course Convenor for the relevant VET course of study. In assessing and application for granting of Credit or RPL, the VET Manager or Course Convenor must take into account the admissions criteria for the course, as well as ensuring that if granted, the student has the capacity to complete the course.

### Credit and RPL for Other AQF Qualifications or Awards

Credit and RPL will only be granted where the student has successfully completed (or successfully completed components of) an AQF Qualification in the last ten (10) years. Any records of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other evidence must be dated within ten (10) years of the application for Credit or RPL.

Applications for Credit or RPL must be made writing to the relevant Course Convenor using the *Application for Credit or RPL Form* (see attached). Applications must also be accompanied by certified copies of the student's record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence.

Once the completed *Application for Credit or RPL Form* and supporting evidence has been provided the VET Manager or Course Convenor will determine if and how much credit is granted to the student.

### Forms of Credit

Credit outcomes are expressed as specified credit. Specified credit is credit granted towards a specific unit in a VET course. Specific credit is when the student has successfully completed the same unit of study elsewhere.

## Credit and RPL Process

### 1. Student applies for Credit or RPL

Student completes the *Application for Credit or RPL Form* and provides supporting documents. For credit for other AQF Qualifications or Awards, the student will need to provide:

- certified copies of their record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other relevant evidence

For credit for prior learning from work or other experience the student will need to provide:

- a copy of their resume and references
- direct evidence, which is evidence that can be observed or witnessed by the assessor. This could include observation of workplace performance, oral questioning, demonstration, challenge test;
- indirect evidence, which is evidence of a student's work that can be reviewed or examined by the assessor. This could include finished products, written assignments or tests, or a portfolio of previous work performed; and
- supplementary evidence, which is additional evidence presented to assessors to support an applicant's claim of competence. This could include reports from supervisors, colleagues and/or clients, testimonials from employers, work diaries, evidence of training.

### 2. Assessment of Application

Once the VET Manager or Course Convenor has received the completed *Application for Credit or RPL Form* and supporting document, they will use the assessment criteria set out in this Procedure to determine if Credit or RPL is granted.

At a minimum, a person assessing prior learning from experience must hold:

- TAE40116 Certificate IV in Training and Assessment or its successor
- or**
- TAE40110 Certificate IV in Training and Assessment plus the following units:
  - TAELLN411 (or its successor) or
  - TAELLN401A, and TAEASS502 (or its successor) or TAEASS502A or TAEASS502B
- or**
- a diploma or higher level qualification in adult education.

As well as the above qualifications, the assessor must have:

- a) vocational competencies at least to the level being delivered and assessed;
- b) current industry skills directly relevant to the training and assessment being provided; and

current knowledge and skills in vocational training and learning that informs their training and assessment.

### **3. Recording Decision and Informing Student**

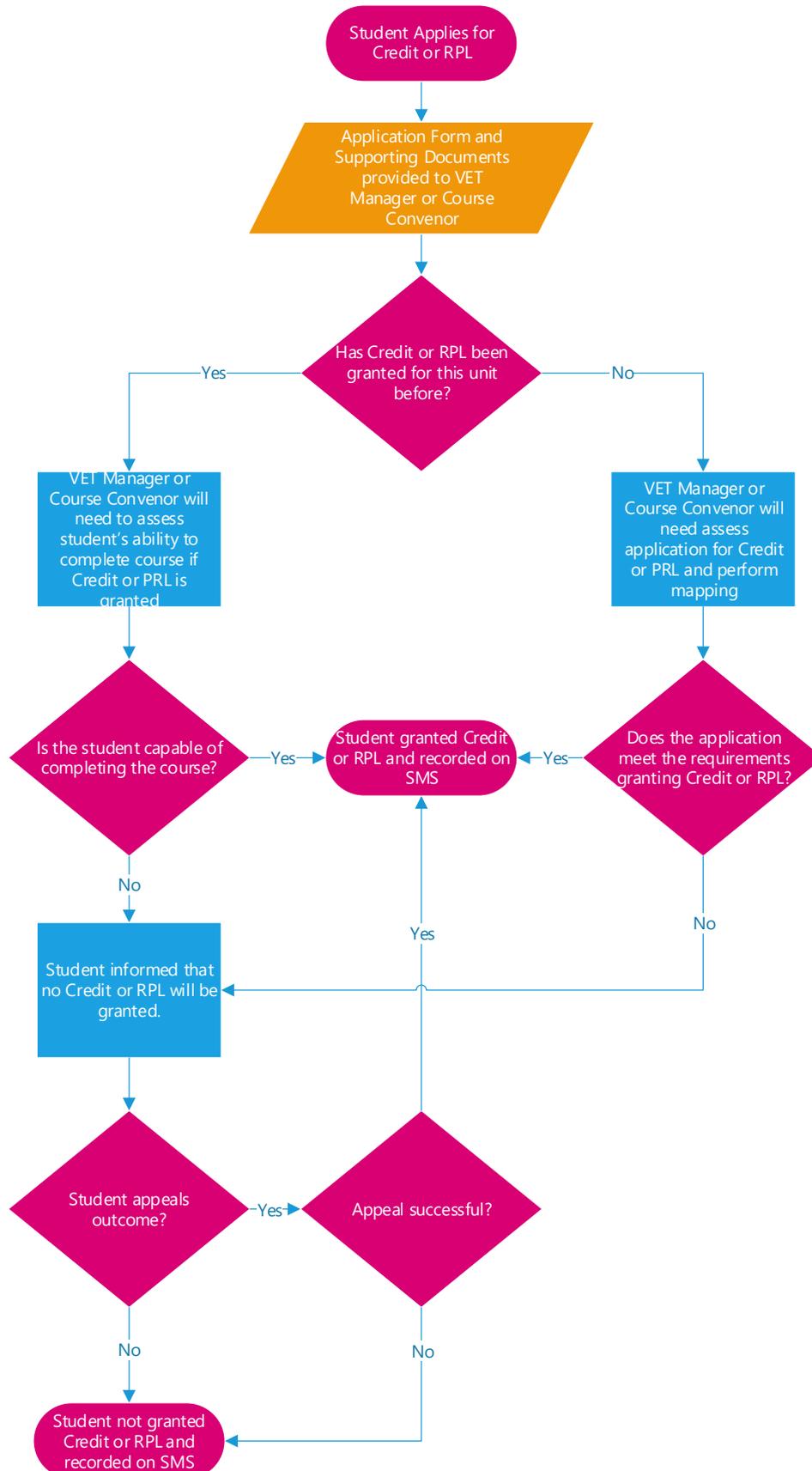
If the VET Manager or Course Convenor assesses that Credit and RPL will be granted, they will need to demonstrate and document the rationale for any credit granted. The student will be informed in writing of how much credit will be granted. This will be recorded in the student management system (SMS).

If the VET Manager or Course Convenor assesses that Credit and RPL will not be granted, the student will be informed in writing. This will be recorded in the SMS.

### **4. Appeals**

If the student is not satisfied with the decision, they can request a review under the Student Complaints and Appeals Policy and Procedure. Any application for review must be lodged within 10 business days of the student being informed of the decision. Review applications and outcomes will be recorded on the SMS.

## Credit and RPL Procedure (VET) Flowchart



## Application for Credit or RPL Form

### Instructions to Students

The Recognition of Prior Learning (RPL) process allows students to apply for credit or exemptions from specific units within Lyons College's courses. Lyons College will only grant Credit or RPL where the student has completed (or successfully completed components of) an AQF Qualification elsewhere, or where work and other experience can demonstrate achievement of the requirements to meet an AQF qualification which can be awarded by Lyons College.

#### How to complete this application

For an application for Credit or RPL to be progressed, you must:

- complete this Application Form and signed the declaration.
- provide evidence as required

#### Evidence required

Students must provide:

- certified copies of your record of results, transcript of results, academic transcript, record of achievement, statement of results or testamur
- other relevant evidence

#### How will my application be assessed?

Applications are reviewed by the VET Manager or Course Convenor in accordance with the *Credit and RPL Policy and Procedure (VET)*. You will be advised in writing of the decision within five (5) business days of a decision being made. While we endeavor to assess applications in a timely manner, the process may take up to thirty (30) business days.

#### Application guidelines

Applications must be lodged at least two weeks prior to the commencement of any affected units.

Students can only apply for RPL at the beginning of their program. RPL applications received by current students that have started their program or for units already attempted may be rejected.

Students may be charged a fee for RPL. Please ask Student Administration for information.

#### Rules for exemptions

- Previous achievement of qualifications through exemptions, Credit or RPL are not considered under this process.
- Credit and RPL will only be granted where you have successfully completed (or successfully completed components of) an AQF Qualification in the last ten (10) years.
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#### Examples of approved study

## Application for Credit or RPL Form

Student Details				
Student ID		Title		
Surname		Date of Birth		
First Name		Nationality		
Contact Details				
Email Address				
Mobile Phone		Home Phone		
Home Address				
Number and Street				
Suburb		State		
Postcode		Country		
Course Details for Credit or RPL Request				
Name of Course				
Course Code				
List of Lyons College Units where Credit or RPL is sought				
Unit Code	Name of Unit		Approved (Office Use Only)	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prior Study				
Name of Institution	Course	Details of Study	Results	Completed
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Declaration				
<input type="checkbox"/> I have read the Credit and RPL Policy and Procedure and understand them. <input type="checkbox"/> I have read the instructions provided on this Application Form and supplied all required evidence. <input type="checkbox"/> The information I have provided in this Form is true and correct to the best of my knowledge. I acknowledge that the provision of incorrect information may result in my application being rejected <input type="checkbox"/> I have not sent any original documentation, but I have sent certified copies of originals. I understand that Lyons College will retain all documents lodged in this application. <input type="checkbox"/> I am aware that I may be charged a fee for processing this application, but Lyons College will inform of this me prior to commencing the assessment.				
Signature (Student)			Date:	

# Application for Credit or RPL Form



## Employment Details - Relevant to the Course or Occupation you are seeking RPL

Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is your current occupation?	
		If yes, who is your current employer?	

## Relevant employment history details - Please complete at least one of these, more would be better

Name, Address & Phone number of Employers	Period of Employment From - To	Job Title	Full-time, Part-time, Casual or Volunteer	Duties undertaken with this employer

## Relevant unpaid or volunteer work

Do you, or have you undertaken unpaid or volunteer work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, briefly describe what you did.
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Name, Address & Phone number of Employers	Period of Employment From - To	Job Title	Full-time, Part-time, Casual or Volunteer	Duties undertaken with this employer

I give permission for Lyons College to contact listed employers and organisations to verify any information provided in this Form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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# Application for Credit or RPL Form



**Referee Details - relevant to paid or volunteer work. Where possible, please provide at least one referee contact information**

I give permission for Lyons College to contact listed referees to verify any information provided in this Form.  Yes  No

**Referee 1**

Name		Contact number	
Position		Email address	
Organisation			

**Referee 2**

Name		Contact number	
Position		Email address	
Organisation			

**If you are including supporting documents with your application, please provide a brief description below**

<p><b>Document Type:</b> e.g. resume, photos, DVD, testimonial, etc. (If providing evidence, please send certified copies of the documents only at this stage)</p>	<p><b>Briefly describe what the document covers:</b> e.g. if it is a photograph or DVD, what does it show you are doing at the time. If it is a testimonial, state why you received it. If it is your resume, indicate the sections relevant to your RPL application.</p>