



Department of  
**Education**



CANNING  
COLLEGE

# RECOGNITION OF PRIOR LEARNING POLICY

EFFECTIVE: 15 AUGUST 2023

VERSION: 2.0

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## 1. POLICY STATEMENT

This policy outlines the administration of the skills recognition process in compliance with:

- *Standards for Registered Training Organisations 2015 (Standards for RTOs 2015)*, specifically:
  - Clause 1.8 - Conduct Effective Assessment  
The registered training organisation (RTO) implements an assessment system that ensures that assessment (including recognition of prior learning):
    - complies with the assessment requirements of the relevant training package or vocational education training (VET) accredited course; and
    - is conducted in accordance with the Principles of Assessment and Rules of Evidence (Appendix 1); and
  - Clause 1.12 - The RTO offers recognition of prior learning to individual learners.
- Standard 2 of the *National Code of Practice for Providers of Education and Training of Overseas Students (the National Code) 2018, specifically*.
  - 1.1. The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
  - 1.2. If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student. The written record of the decision is in the form of the Letter of Offer and Acceptance, issued to the overseas student and kept in individual student folders.
  - 1.3. If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:
    - 1.3.1. inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course as per the Letter of Offer and Acceptance issued to the overseas student; and
    - 1.3.2. if RPL or course credit is granted after the overseas student's visa is granted, a new Letter of Offer and Acceptance will be issued to reflect the change in course duration, and this change will be reported in PRISMS.

## 2. SCOPE

This policy applies to the skills recognition process for international students prior to enrolment (advanced standing for admission) and post enrolment (recognition of prior learning (RPL)). The policy includes the agreed process for applying fees and charges to international students requesting RPL through an assessment pathway.

## 3. BACKGROUND

RPL is defined as: *“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.”* (Standards for RTOs 2015)

Standard 2 of the National Code 2018 states that institutions accepting international students must appropriately recognise and grant course credit (RPL) and subsequently adjust the duration of study for successful students.

RTOs must develop and implement strategies for training and assessment that consider the characteristics, skill and experiences of each individual learner.

Providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

#### 4. DEFINITIONS & ACRONYMS

<b>Advanced Standing</b>	Recognition granted to a student on the basis of previous study (credit transfer) and/or experience (recognition of prior learning), exempting the student from a particular course, subject or unit.
<b>Credit</b>	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.
<b>Credit transfer</b>	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.
<b>Formal Learning</b>	Learning that takes place through a structured program of instruction that leads to the full or partial achievement of an officially accredited qualification.
<b>Informal Learning</b>	Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.
<b>Mutual Recognition</b>	Qualifications and statements of attainment issued by any RTO accepted and recognised by all other RTOs. Students are granted an exemption for units identified through mutual recognition.
<b>Non-Formal Learning</b>	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; for example in-house professional development programs conducted by a business.
<b>Recognition of Current Competency</b>	The assessment of a person's current capacity to perform. It applies if an individual has previously successfully completed the requirements for a unit of competency and now requires reassessment to ensure that the competence is being maintained.
<b>Recognition of Prior Learning (RPL)</b>	An assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal learning) to determine the credit outcomes of an individual application for credit.

## 5. PROCEDURES

### 5.1 Communication to students

International students will be advised of the skills recognition policy via:

- The Canning College offer documentation;
- Canning College learning and assessment or delivery and assessment plans.

### 5.2 Pre-enrolment - Advanced Standing for admission

5.2.1 Upon receipt of an application for enrolment, Canning's Admissions staff will complete a review of a student's previous education. This will include mutual recognition of previous qualifications as appropriate.

5.2.2 The purpose of this review is to confirm the most appropriate course entry point and will not result in formal recognition or the issuing of a qualification to the student.

5.2.3 Canning's admissions staff will consult relevant Canning College staff as required to ensure that the most appropriate entry point for the student is recommended.

5.2.4 Designated Canning College staff will assess the student's application and make a recommendation within 10 working days.

### 5.3 Post-Enrolment - Recognition of prior learning

5.3.1 The process to assess the competency/s of an individual acquired through formal, non-formal and informal learning will be conducted by designated Canning College staff.

5.3.2 Students who wish to apply for (RPL):

- must have a current enrolment in the course/unit for which they are seeking RPL; and
- can submit an application only after they have commenced.

5.3.3 Assessment of the student's application will be undertaken by designated staff at Canning College.

5.3.4 Canning College will notify the student of the outcome of the application. Until a student receives notification of an outcome of an RPL application, they should continue to attend class. The College will record the outcome of RPL applications, including all the assessment evidence used to make a decision on the College's student management system.

5.3.5 Outcome of a successful RPL application

- Where a student has been assessed as successful to receive credit for RPL for a unit or units, Canning College will contact the student/parent and agent regarding the change of study plan and revised tuition fees.

- Canning College will ensure that any refund due to the student will be either:
  - credited towards the student's fees for the following semester; or
  - paid directly to the student's nominated bank account if the RPL is granted in the student's final semester.
- The credits granted as a result of the RPL assessment will be recorded on a Canning College badged academic transcript issued from Canning College admissions.

#### 5.3.6 Adjustment to a student's program of study

- When RPL is granted, a student's program of study should, where practical, be re-scheduled by bringing units forward or by using elective units to maintain a full study load for the student.
- Students do not need to undertake units that are additional to their current study program, in order to make up a full time study load for that semester.
- If it is not possible to re-schedule a student's program as outlined in 5.4. due to the timetabling of units, then the Canning College must provide documented evidence in the student's file that a genuine effort was made for the student to achieve a full study load in that semester.

#### 5.3.7 Outcome of an unsuccessful Post-Enrolment RPL application

- Where an application for RPL is not successful, students will be notified in writing and should continue to attend scheduled classes.

## 6. RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

- *Refund Policy*
- *Conditions of Application/Enrolment*
- *Canning College offer documentation*
- *Canning College Application for RPL form*

## 7. RELEVANT LEGISLATION

- *National Vocational Education and Training Regulator (NVR) Act 2011*
- *Vocational Education and Training Act 1996 and Regulations (General) 2009*
- *Education Services for Overseas Students (ESOS) Act 2000*
- *National Code of Practice for Providers of Education and Training to Overseas Students (National Code) 2018*
- *Standards for Registered Training Organisations (RTOs) 2015*

**8. REVIEW DATE**

<b>Development Date</b>		June 2022	
<b>Revision History</b>			
<b>Date</b>	<b>Reviewer Name</b>	<b>Review Reason</b>	<b>Outcome and Changes</b>
August 2023	Director International Operations	Continuous improvement	Policy updated to incorporate feedback from TEQSA