

NEC COURSE CREDIT/RPL POLICY AND PROCEDURE



New England College is the trading name of **New England Institute of Technology Pty Ltd**

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DOCUMENT CONTROL

Version History

Version	Date	Details
V1.0		Archived – due to change in trading name
V2.0	01.02.2016	Archived (updated to new trading name New England College, header, footer, phone number, e-mail id)
V2.1	01.07.2017	Minor updates

Review Process: This policy shall be reviewed annually in compliance with education industry standards including the National Code of Practice for Registration Authorities Providers of Education to Overseas Students, 2007

Next Review Due: **July 2018**



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Purpose: This policy outlines the principles for awarding Recognition of Prior Learning (RPL) or Credit Transfer (CT), towards qualifications delivered by NEC.

Scope: All qualifications offered by NEC.

Policy Statement: RPL is assessed on the basis of equivalent learning outcomes or competencies. Assessments will be evidence-based and the Academic Team will determine a variety of methods and instruments to establish equivalence.

To be eligible for Credit Transfer, previous study of the exact same unit code and name or an equivalent unit must have been completed by the student.

Definition:

Domestic Student:

Recognition of Prior Learning is the process of recognising an individual's current skills and knowledge, which were attained through prior experience, and/or learning demonstrated by:

- Previous study of either a formal or informal nature
- Work experience
- General life experience
- Any combination of the above.

Credit Transfer is the process by which the RTO accepts and provides credit to learners for units of competency that are:

- AQF certification documentation issued by another RTO
- AQF authorised issuing organisation such as University, OR
- Authenticated VET transcripts issued by the Registrar.

International student:

Recognition of Prior Learning is the recognition of verifiable skills, knowledge and competencies acquired other than from an Australian college or TAFE college, Registered Training Organisation or equivalent, to avoid duplication of learning where the previous learning is recognised as equivalent to NEC study for credit towards the course, and/or the previous learning is recognised as equivalent to standard prerequisite qualifications for a course.

Credit Transfer/ Course Credit is the exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

Responsibility of Implementation: The Academic Department of NEC has the responsibility for the development and oversight of this overarching policy and procedures.



Procedure for RPL:

- Students will need to contact the New England College's (NEC) Assessor for information on the RPL process.
- To apply for Recognition of Prior Learning students will need to complete the RPL form and attach their supporting evidence.
- Unsuccessful applicants have the right to formally appeal the RPL assessment, through the institute's academic appeals process.

Step by Step Process of Recognition of Prior Learning for Domestic students:

- At the sign up and induction, RPL is discussed and the opportunity to participate in RPL is always available throughout the training.
- If at the signup or after commencement of the qualification the employer and the Apprentice/Trainee identify units of competency that they both believe he/she can already demonstrate the level of achievement required, then he/she can apply for RPL of those units.
- Simply inform** the NEC'S consultant at sign up or NEC's Trainer & Assessor. They will assist you in going to the next step in the RPL process.

Table 1 below outlines the RPL process that occurs for an Apprentice/Trainee:

Table 1 - Apprenticeship/Traineeship RPL Process

The Apprenticeship/Traineeship RPL process		
Step 1	Choose the path and identify RPL opportunities	The student will have to discuss with their employer and Trainer & Assessor, any areas of the qualification they believe they are already experienced and competent in. If the employer agrees, they can go to the next step.
Step 2	Apply for RPL and collecting evidence	<p>The student will have to discuss with New England College Trainer & Assessor the areas of their qualification they wish to apply for RPL. NEC Trainer & Assessor will ask you to complete an application form and the student and their employer will need to sign this.</p> <p>At this stage they will be informed of the types of evidence they will need to start gathering. They will discuss with the student how they are expected to demonstrate competence through the RPL process.</p> <p>This may require gathering and mapping evidence or it may require demonstrating competence, or completing a formal assessment paper. The options will be clearly outlined.</p>



The Apprenticeship/Traineeship RPL process		
Step 3	Meet with the New England College Trainer & Assessor	NEC's Trainer & Assessor will work through the units that still require evidence and will ask relevant questions to identify competence. One of the best ways to collect evidence is to record student talking about their skills, experience and knowledge. NEC can do this though using i.e. audio visual recorder or conducting a Competence conversation with the student and taking relevant notes in the Assessor Kit.
Step 4	Third Party Feedback	As part of your RPL, Third party feedback may need to be completed if: <ul style="list-style-type: none">a. the assessor requires more evidenceb. your workplace supervisor can give strong evidence for some subject areas which require a workplace perspective. This step can be completed face to face or over the phone.
Step 5	Outcome and Feedback Report	Once the evidence is collected, the student will be given feedback within 21 days. A result of competent or not yet competent will be given. If not yet competent, NEC's Trainer & Assessor will outline what needs to occur to achieve competence.
Step 6	Action Plan	This is only required if the student is deemed not yet competent in any units of competency in their qualification. An action plan will be put in place to achieve competence. This action plan may be gap training or gathering some specific evidence to demonstrate competence.
Step 7	Results	On successful completion of RPL, results will be recorded on their training plan as part of their Apprenticeship/Traineeship.

RPL will not be granted if it would disadvantage the student in achieving the expected learning outcomes for the course of study or qualification and the integrity of the course is unable to be maintained.



Procedure for Credit Transfer:

1. Students will need to contact the New England College's (NEC) Assessor **or Administration Officer** for information **on Credit Transfer process**.

2. To apply for Credit transfers student will need to complete the form and attach their supporting evidence i.e copy of previously completed AQF qualifications/ Statement of Attainment from previous RTO where the student undertook their studies.

Where the student cannot provide the copy of Statement of Attainment or copy of certificate of previously completed qualifications but authorises NEC to contact the previous RTO to obtain SoA / certificate, NEC shall do so after the student provides the authorisation form signed by the student.

For Local students:

* If the DET Connect of the student shows that the student had achieved competency in the Unit of competency for which credit transfer is sought, then the Academic Manager may grant Credit Transfer and write TBA (to be advised) till the time Statement of Attainment is provided.

3. The Academic manager shall grant the Credit Transfers and record the results in the Credit Transfer Form and inform the administration officers to maintain the evidence provided by the student along with the Credit transfer form in the admin file.

Where assessment of an applicant's prior learning establishes that it is equivalent to a unit which can contribute to completion of the course, they will be given credit for the unit rather than RPL. This refers to the applicant has completed the exact unit name and code and wishes to attain a credit transfer to avoid duplication of learning.

International student should apply for Credit Transfers by at least **four weeks** prior to the application to enrolling into a course and to allow sufficient time for NEC to generate a Confirmation of Enrolment that are required for Visa Application purposes.

Due to visa requirement, there cannot be any RPL/Credit request after the CoE has been issued.

However, where credit is granted to students after the enrolment, the Academic Manager will inform International Admissions officer as offering RPL and/or credit transfers might affect the duration of the course/CoE.

International Admissions officer will have to report the change of course duration via PRISMS under section 19 of the ESOS Act.

- Students are required to sign or accept a record of course credit granted.



Recording of RPL/CREDIT Transfers:

The granting of entry to courses on the basis of RPL/Credit is to be:

- Recorded on the Student management System (TEAMS) or PRISM (whichever is applicable);
- Reported to the Trainer and Assessor for the course;
- Reported to Admissions Department

Appeals:

Appeals against credit assessments and admission decisions may be made in accordance with the Complaints and Appeals Policy.

References:

Domestic student:	This Policy and Procedure covers Standards 3.5, 4.1 and 5.1 of the VET Regulator Standards for RTOs 2015.
International student:	This Policy and Procedure covers Standards 12, Part D of the National Code 2007 of ESOS Framework.