

Document: Credit and Recognition of Prior Learning (RPL) Policy and Procedure		
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1. Overview

Recognised Prior Learning (RPL) provides individuals applying to study at WIN with the opportunity to receive credit or recognition for their earlier formal, non-formal or informal learning. Knowledge, diverse skills, experiences and competencies can be gained not only through formal education but also through training, workplace experience or general life experience.

This recognition may lead to exemptions from certain educational or training requirements, enhance career advancement, gain formal recognition for skills acquired through work experience or obtain certifications and qualifications. By offering flexible qualification pathways between qualifications and academic credit and RPL, WIN can assist students to complete their studies in a shorter time frame or simply be issued with the qualification without any additional study.

2. Policy

WIN will recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification. (The *Standards for RTOs 2015* define current evidence as evidence from within the last 5 years and that this may need to be within the last 2 years for critical skills or licensing purposes). The supporting documentation for RPL must be sufficient and evidence-based, equitable and transparent and WIN will apply this policy consistently and fairly with decisions subject to appeal and review.

All applications must be academically defensible and consider the students' ability to meet the learning outcomes of the qualification successfully. RPL will be decided in a timely way so that students' access to qualifications is not unnecessarily inhibited.

The RPL processes will be formally documented for the student including any reasons for not giving credit.

Credit agreements negotiated between issuing organisations for credit for students towards AQF qualifications at any level, vertical or horizontal, will consider the comparability and equivalence of the:

- learning outcomes
- volume of learning
- program of study, including content, and
- learning and assessment approaches.

3. Definitions

Credit transfer (CT) is defined in the AQF as follows:

- 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.
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Recognition of prior learning (RPL) is defined in the AQF as follows:

- 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.

This is underpinned by the AQF definition of **credit** as follows:

- 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.

See <https://www.aqf.edu.au/help-qualifications/recognition-prior-learning>

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Types of Evidence is generally defined as documentary or electronic evidence, which may include:

- **Answers:** Can you answer questions by your assessor about the units in the course?
- **Show:** Can you show or demonstrate this unit to your assessor?
- **Samples:** Can you provide samples of your work in this unit?
- **Experience:** What is your experience in this unit?
- **Support:** Can you get support from others to verify your competency?
- **Studies:** Have you done any informal or formal training in this unit?

4. Procedures

- *Correct form:* An application for credit or RPL must be made on the appropriate WIN form and submitted by the prospective student or its representative by Week 2 (last day to enrol) at the time of admission into the program or course. The date as indicated on WIN Academic Calendar.
- *Complete submission:* The application and all required documents must be complete, duly notarised or certified, and must be submitted by Week 2 (last day to enrol) at the time of admission into the program or course. The date as indicated on WIN Academic Calendar.
- *Late applications:* WIN reserves the right to refuse any late and/or incomplete applications and/or documentation. Any resubmission must be submitted by Week 2 (last day to enrol) at the time of admission into the program or course.
- *Amount of credit:* The assessment of the amount of credit or RPL to be granted in courses and the awarding of credit to individual student shall be determined within the framework of this policy. The Dean or nominee will determine which specific subject will be granted credit or RPL.
- *Assessment process:* The RPL assessment process involves evaluating an individual's prior learning through various methods, such as interviews, written assessments, portfolio reviews, practical demonstrations, or simulations. Assessors will determine if the individual's existing knowledge and skills align with the learning outcomes of the course or qualification.
- *Evidence:* Applicants seeking RPL will be required to provide evidence of their prior learning. This evidence can include certificates, transcripts, work samples, reference letters, and any other documentation that showcases their achievements and experiences.

- *Credit and Recognition*: Based on the RPL assessment, the individual may be granted partial or full credit towards a specific course or qualification. If the assessment demonstrates that the individual has already achieved the required competencies, they may receive full recognition and exemption from undertaking certain components of the course.
- *Appeals and Feedback*: Individuals who disagree with the assessment outcome can appeal against the decision. See below. Applicants will be given constructive feedback on their RPL assessments to help them understand the basis for the decision.
- *Transparency and Fairness*: The WIN RPL policy is transparent, clearly explaining the RPL process, assessment methods, and criteria. It is fair and ensure that the RPL process is free from bias and discrimination.
- *Continuous Improvement*: WIN will periodically review and update their RPL policy to enhance the effectiveness of the process and align it with changing needs and standards.
- *Students sign*: WIN will ensure students sign (or otherwise accept) a record of course credit. This record is to be kept on the student's file. (National Code Std 12.1)
- *Reduced course hours*: Where credit or RPL is granted before the issue of a visa, the actual course duration in the eCoE issued to the student will be reduced and WIN will report the change of course duration to the DHA via PRISMS.

Procedure for Student Appeal

- A student may appeal against a decision made under the Credit and Recognition of Prior Learning (RPL).
- Appeals should be made as per the Academic Grievance Handling Policy and Procedure for Students and lodged within 20 working days of the student receiving written notification of the outcome of their RPL application.
- The appeal will be reviewed based on procedural fairness on the conduct of the review and decision RPL application.

5. Legal Framework

- The *Education Services for Overseas Students Act DHA00* (ESOS Act)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students Standard 12
<https://internationaleducation.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD12.aspx>
- Standards for Registered Training Organisations (RTOs) DHA15
- *National Vocational Education and Training Regulator Act DHA11* (Cth)
- Australian Qualifications Framework (AQF)
- AQF Qualifications Pathways Policy Second Edition January 2013
<https://www.aqf.edu.au/framework/aqf-policies#toc-aqf-qualifications-pathways-policy-2>