



## Course Credit and RPL Policy

### 1. Purpose

This policy/procedure supports Clause 1.8, 1.12 and 3.5 of the Standards for RTO 2015 and Standard 2 of the 'National Code of Practice for Providers of Education and Training to Overseas Students 2018'.

Greenhill Institute (GI) has implemented a documented policy and process for assessing and recording Recognition of Prior Learning (RPL), granting, and recording course credit, if it intends to assess RPL or grant course credit'.

This policy implements the procedures for the Institute to process the student's applications for course credit and document the results, including student verification of the outcome.

It will provide a process that ensures that the students will receive written verification of the outcome of course credit application and records are kept with student files.

Greenhill Institute will also ensure that any changes to the course duration that occurs from granting a course credit, after a student visa is granted, will be reported to the Department of Home Affairs (DHA) via Provider Registration and International Student Management System (PRISMS).

### 2. Scope

This policy applies to all the students applying to study a vocational course with Greenhill Institute.

### 3. Responsibility

Training Manager and Campus Manager will be responsible for the implementation of this policy and to ensure that staff members and students at Greenhill Institute are aware of its application and that the staff implements its requirements.

Greenhill Institute will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evident by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

### 4. Definitions

**Credit:** 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.

**Course Credit-** is defined by the National Code 2018 as follows: "Exemption from enrolment in a particular part of the course because of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

**Credit Transfer (CT)** - The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under an accredited training.

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

#### Such as:

1. Unit/module is the same i.e., same code and title.



2. Unit/module has been reviewed and this results in minor changes to the unit/module code e.g., B to C. This indicates that the learning outcomes of the unit/module have remained the same.
3. Unit/module has been transferred from another training package/curriculum and recorded; however, the learning outcome remains the same.
4. If the course credit is given before the student visa is granted, the confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
5. If course credit is given after the visa is issued, and it results in shortening of the student's program duration, the Institute will report the change of program duration to the DHA via PRISMS.

**Recognition of Prior Learning (RPL)** - involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition of prior learning 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. To support this type of application evidence of where and how the skills were obtained is required.

Greenhill Institute recognises the prior learning of students based on:

- previous training, (includes overseas qualifications).
- formal study and acquisition of a qualification and statements of attainment from another RTO.
- practical experience in a work environment.
- projects undertaken; and
- life experience.

**DHA:** Department of Home Affairs

## 5. Requirements

- Greenhill Institute will recognise the qualifications, statement of results and statements of attainment issued by any other registered provider. As a result, students will be granted exemptions or advanced standing in a course because of having completed the same unit(s) in another Institute.
- Greenhill Institute's marketing team will ensure credit transfer and RPL information is included in the information given to the students prior to the enrolment so that students are aware of the RPL and/or Credit transfer.
- All staff will be provided with information about the Credit Transfer and RPL application process to assist students in completing applications.
- All coordinators, trainers and student support services team will be provided with information about CT/RPL and assist students in completing applications.
- Greenhill Institute will adapt fairness and equity while operating its operation and implementing this policy and procedures.
- If a student provides suitable evidence, they have successfully completed a unit or module at any RTO, Greenhill Institute will provide credit for the unit or module.
- Students who present superseded equivalent unit of competency for credit transfer to achieve a qualification at Greenhill Institute, credit can be granted for that unit without needing to map unit outcomes.
- The decision to assess prior learning or grant course credit will preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- Before providing credit based on a qualification, statement of attainment or record of results, Greenhill Institute will either authenticate the information by directly accessing the USI transcript online or contact the organisation that issued the document to confirm the content is valid.
- Students will be granted with credit for the studies completed at an RTO or at any other authorised issuing organisation, such as a university.
- All students will have access to "Complaints and Appeals policy and procedures" of Greenhill Institute.

## 6. Procedures



## 6.1 Credit Transfer

- Students will be advised prior to enrolment through the student handbook/prospectus, website about credit transfer along with the ability to apply for credit transfer at the time of course enrolment and during the induction.
- Students are requested to apply for credit transfer by the 2nd week of the first term of study in their enrolled course.
- Students must complete the Credit Transfer Application form and submit the application to the Administration department or at the reception.
- The application must include copy of verified Award or statement of attainment copies, all original documents and must identify the units successfully completed including unit codes, unit name and dates of completion.

Applicants can also provide certified copies of the documents as it will be an acceptable form of true copy of the original document. Students can get their documents certified by Architect, Chiropractor, Conveyancer, Dentist, Legal practitioner, medical practitioner, Migration agent, Nurse, Pharmacist, etc. Learners may contact Greenhill Institute on 613 9639 9951 or email at [info@greenhillinstitute.vic.edu.au](mailto:info@greenhillinstitute.vic.edu.au) to obtain a full list of acceptable certified practitioners.

- **Please Note:** As a best practice approach, Greenhill Institute may conduct mapping analysis for the units that have been superseded twice or more despite still being deemed equivalent, to ensure that the assessment of competence is still relevant
- Training Manager or Campus Manager or authorised representative will verify the Award or Statement of Attainment, and other original documents submitted along with the Credit transfer application form and will grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- Verified copies of Qualifications and Statements of Attainment and other documents provided by the students and used as the basis for granting Credit Transfer will be placed in the student files.
- Granting of Credit Transfer will be recorded as a unit outcome and kept in the student's file.
- If Credit transfer is granted, Greenhill Institute will provide a written record of the decision to students to accept and will retain written record of acceptance for two years after the overseas student ceases to be an accepted student.

## 6.2 Recognition of Prior Learning (RPL)

Students who believe they already have skills and experience learnt through a job, worked in a position that's enabled the student to undergo industry –relevant tasks, or simply been trained in-house through a company that students may have previously worked for; you may be eligible to apply for Recognition of Prior Learning.

This may involve providing copies of your resume and/or work performance appraisals, job descriptions and any certificates of in-house or formal training. Students may be asked for contact details of people who can vouch for their skill level such as supervisors from current or previous workplaces, clients, or personal character references from the community. If the evidence provided is relevant to the course that student is interested in or has applied for; Greenhill Institute will access the application and will determine whether the student is a suitable applicant.

An application for RPL must be lodged in writing. RPL application form can be obtained from the website or from Greenhill Institute's reception.



## Procedures

- Greenhill Institute will ensure that students are aware of RPL prior to enrolment through the student handbook/prospectus, website and/or through pre-training review call conducted after receiving the application form.
- Greenhill Institute has a dedicated RPL kit for each qualification to assist students in effective RPL process.
- Students are requested to apply for Recognition of Prior Learning prior to the commencement of the course.
- An RPL application for students will include all relevant evidence of work experience and where the learning has occurred. Applications will not be accepted unless all required information is included. Students who request an RPL assessment will be advised of the evidence required and suggestions on how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community- based learning, or overseas education, training, or experience etc.)
- All RPL Applications are to be submitted to the administration department/reception in the first instance along with verified supporting documents. The application and supporting documentation will be copied and placed into the student's file. Where originals are required for verification, authorised Greenhill Institute staff from the Administration department or representative will sight and indicate on copies "original sighted" and shall return originals to the student. Greenhill Institute will at no time accept and retain original certificates.
- The application will then be forwarded to Training Manager or representative to be assessed and outcomes will be determined by RPL/qualified assessor.
- It will be ensured that the evidence provided is valid, authentic, current, and sufficient and that the process is fair, flexible, and valid.
- If the outcome of the evidential documentation is not sufficient, then the student will be advised to provide further documentation to validate his/her skills/experience. Training Manager or representative will set a date for the additional documents to be submitted.
- The applicant will be notified of the outcome of the RPL. Based on the assessment, the student will be advised that:
  - the application has been granted; or
  - the application has been denied; or
  - further evidence is required

Where an application for RPL or Course Credit is received by Greenhill Institute, Training Manager or representative will assess the application and provide an outcome to the application within 14 working days of receipt or as soon as practicable where further information is required to determine the outcome. If RPL is approved, the applicant will be marked as "CT or RPL" rather than "Competent" in the transcript of records.

- Where either of the above, credit transfer or RPL applications are received or course credit is approved, the following must occur Enrolment Officer or representative will change student's COE to reflect reduction in period of study. Greenhill Institute will provide student with the outcome of the credit application. The students must sign a letter to indicate the agreement with the outcomes of credit transfer or RPL applications and a copy will be kept in the students' file.
- Greenhill Institute's Assessment policy will be followed when undertaking RPL assessments.

### 6.3 Recording course credit change

- If course credit is given before the student's visa is granted, confirmation of enrolment (COE) issued for that student will indicate the actual net program duration (as reduced by course credit) for that program.
- If course credit is given after the visa is issued, and results in the shortening of the student's program duration, the Institute will report the change of program duration to DHA via PRISMS.

### 6.4 RPL Policy for overseas qualification



### **Verification of vocational / academic competence**

- Greenhill Institute will endeavour to verify all academic qualifications & vocational competence by assessing overseas qualification via the interview process, if required.
- All overseas qualification achieved will be reviewed and assessed through the Australian Education International (AEI), the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines to check its relevance and its standards within the Australian Education Framework.
- Students applying for RPL into Greenhill Institute's training package units will have to provide a verified overseas qualification, a transcript and a detailed breakdown of the curriculum covered under the units that the student is claiming RPL for. Greenhill Institute will employ a suitably qualified assessor to conduct the assessment of the RPL request. Greenhill Institute will advise the students of the result of the RPL application within 2 weeks from the date of the application is received.

### **7. Granting RPL or Course Credit**

Greenhill Institute will notify the students by giving a written record of the decision to the overseas student if RPL or Course Credit is granted.

Students are requested to accept and retain the written record of acceptance for two years after the student ceases to be an accepted student.

If RPL or Course Credit is granted that reduces the overseas student's course length, students will be informed of the reduced course duration following granting of RPL and ensure that the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.

Similarly, if RPL or Course Credit is granted that reduces the overseas student's course length, Greenhill Institute will report any changes of course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.