



Administration

VET CT, RPL and RCC Policy

Purpose

This policy aims to maximise the recognition of a student's skills and knowledge to enable their learning to be always recognised and counted towards a qualification whilst maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

This policy recognises that learning can take place through formal studies at accredited institutions, and through other activities such as employer-based training and development, and relevant life experience.

This policy is designed to ensure that students gain credit for the same or similar units of competence they have previously successfully completed usually at the same AQF level.

By removing the need for duplication of learning CT and RPL/RCC encourages an individual to continue upgrading their skills and knowledge through structured education.

Scope

All students enrolling in Vocational Education and Training courses and Mayfield Education certificate courses.

Definitions

Credit Transfer (CT): A process that offers students academic credit points for components or full subjects of a program of study. This is centred on recognised equivalence in assessment and learning outcomes completed.

RPL (Recognition of Prior Learning): 'Recognition of Prior Learning' (RPL) is defined in the Australian Qualifications Framework as a process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning.

RCC (Recognition of Current Competence): prior knowledge and experience gained by a student in life and work must be assessed as still current and meet the competency requirements of the specified competency unit.

Responsibility

Education Manager:

Oversees the CT and RPL/RCC process.

Senior Quality Assurance Coordinator

Approves all CT and RPL/RCC. Updates the student records on the Student Management System.

Course Coordinators:

Receives processes and assesses all RPL and CT applications. The Course Coordinator is responsible for providing program-specific information on the RPL requirements to the student. The Course Coordinator submits their recommendation to the Senior Quality Assurance Coordinator for final approval.

Student Services:

Accepts all applications and processes associated fees.

Policy

All prospective students must be informed in either print or electronic form (such as through the Mayfield Education Handbook and website) of the opportunity to apply for CT and RPL/RCC. Information should be written in clear, accessible language and include the process, timelines, appeal mechanisms and who to contact for more information.

Information about the process and the appeal mechanisms should be made available before and during the student enrolment phase and be provided at the commencement of the RPL process.

Students are encouraged to access the student guide and the application forms for RPL/RCC and CT before they enrol. Granting of RPL and CT can be processed and recorded when a student has enrolled in the unit(s) of study for a qualification, or at the time a student is enrolling in a qualification.

Processes should be timely, and, where possible, decisions made prior to the commencement of classes, or study of the unit for which the RPL is being requested.

Both CT and RPL/RCC can be used to obtain exemption in units of a course. While it is possible for an individual to gain RPL for an entire program, Mayfield Education prefers students to have 25% of their course assessment undertaken at Mayfield Education to be granted an award issued by Mayfield Education. This means a student may receive exemptions for up to 75% of a course.

In accordance with the Australian Quality Training Framework (AQTF) and Standards for Registered Training Organisations 2015, Mayfield Education recognises AQF Qualifications and Statements of Attainments issued by other RTOs. In mutually recognising an AQF qualification by another RTO, the provision for Credit Transfer automatically applies. To obtain Credit Transfer under mutual recognition, the unit of study that has previously been successfully completed must be identical or deemed to be equivalent to the one for which credit transfer is claimed. CT and RPL/RCC are awarded for a total unit of study.

CT and RPL/RCC assessment should be based on evidence and should be equitable, culturally inclusive, fair, flexible, valid and reliable. Processes should be fair, transparent, accountable and subject to appeal.

RPL/RCC can be granted to a student who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of study for which recognition is applied. Students will need to gather evidence to demonstrate satisfactory achievement of the required competency. Applicants will usually be required to attend an interview in support of their application.

The evidence used to assess RPL/RCC applications may take several forms, for example:

- Participation in the same or modified versions of the assessment the student would be required to complete as part of the full course.
- Assessment based on a portfolio of evidence.
- Direct observation of demonstration of skill or competence.
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification.
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence.
- testimonials of learning, skill or competence; and
- combinations of any of the above.

Units achieved through RPL/RCC must have the same standing as units achieved through the formal education process and must be assessed using the same quality standards.

Procedure

The CT and RPL/RCC process consists of:

- Providing information and documentation to the student.
- Receiving an application from the student.
- Interpreting the evidence and making a judgement against the Performance Criteria.
- Obtaining approval from the Education Manager.
- Recording the outcome; and,
- reporting back to the student.

Credit Transfer

All CT applications are to be lodged formally in writing using the CT Application Form and the appropriate fee paid. All applications for Credit Transfer must be accompanied by verified documentary evidence.

Students should be referred to the Student Guide to 'CT, RPL/RCC'.

Procedure for Credit Transfer(s)

- Student submits Application Form for credit transfer.
- The Assistant Accountant raises a credit transfer invoice and sends it to Student Services.
- Application Form forwarded to Course Coordinator (CC).
- CC checks unit codes and records nominal hours for the credit transfer unit(s) and forwards all documentation to the Senior Quality Assurance Coordinator.
- Senior Quality Assurance Coordinator approves credit transfer unit(s) and forwards all documentation to Student Services.
- Student Services calculates amounts for credit transfer units. Student Services completes the credit transfer refund request form with calculations and forwards this together with all documentation to Secretarial Services.
- Student Administrator prepares letter to student with credit transfer approval and forwards the letter and all documentation to Education Manager/CEO.
- The Education Manager/CEO signs the credit transfer refund request form and letter and forwards all documentation to Secretarial Services.

If the Student has already commenced the Course (and has a Training Plan)

Student Administrator forwards the PDF of the signed student letter (by email) to the relevant Course Coordinator (for revision of the Training Plan), and the Senior Quality Assurance Coordinator (adjustment to claiming).

Recognition of Prior Learning/Recognition of Current Competency

All RPL/RCC applications are to be lodged formally in writing using the RPL Application Form and the appropriate fee paid.

Course Coordinators will ensure students are provided with advice about the RPL/RCC assessment process. Students should be provided with sufficient information to enable them to prepare their evidence to the standard required for the RPL assessment process.

As with all assessments, RPL assessment should be undertaken by a Course Coordinator with expertise in the subject, content or skills area, as well as knowledge of, and expertise in, RPL policies and procedures. The Education Manager will assist Course Coordinators in the process.

Assessment methods should provide a range of ways for students to demonstrate that they have met the required outcomes and accommodate the literacy levels, cultural background and educational background of the student.

The Course Coordinator will discuss the RPL/RCC application with the Education Manager. Once the Education Manager has approved the outcome a letter confirming the decision is sent to the student within 5 working days of the decision.

A copy of the RPL/RCC documentation and its outcome are to be kept in the student's file.

RPL Assessment Process

- **Step 1: Evidence Review:** Once the student submits their RPL application and supporting evidence, the Course Coordinator will review the evidence to determine if it meets the requirements of the unit of competency or qualification. This may involve:
 - Verifying the authenticity of the evidence
 - Mapping the student's evidence to the relevant units of competency
 - Identifying any gaps in evidence or areas that may require further assessment
- **Step 2: Assessment Interview/Discussion:** If necessary, the student may be asked to attend an interview or provide additional evidence. The assessor will also engage with the student to clarify any points and ensure a thorough understanding of the student's prior learning.
- **Step 3: RPL Decision:** The assessor will make a decision based on the evidence provided. If the evidence demonstrates that the student has met the required competency standards, RPL will be granted. If there are gaps in evidence, the student may be asked to complete further assessments or submit additional evidence.
- **Step 4: Communication of Results:** The student will be informed of the RPL decision in writing. If RPL is granted, the student will receive the applicable credits towards their qualification. If RPL is not granted, the student will be advised of the reasons and any further steps that can be taken to meet the requirements (e.g., completing assessments or additional training).

Appeals Procedure

Where a student disagrees with the outcome of any application for CT or RPL/RCC, the student should first try to resolve the matter informally with the Course Coordinator and if not satisfied then the Education Manager. Where the outcome remains unresolved a student may appeal the CT or RPL/RCC decision by outlining in writing to the Chief Executive Officer why they believe the original decision was inappropriate and include any additional evidence to support why the case has not been dealt with appropriately.

Appeals must be received no later than 5 working days from notification of the outcome of the initial CT or RPL/RCC application. The Chief Executive Officer will assemble a panel to review the application. Students may be accompanied and assisted by a support person (who is not a legal practitioner) at any relevant meetings during the formal review process. The student will be informed in writing of the outcome of the appeal within 15 working days of its lodgement. The notification will contain the reasons for the outcome and advise the student that they have the right to appeal to the Victorian Ombudsman if they are dissatisfied with the outcome.

The student's enrolment will be maintained throughout any internal or any external appeals process to the Ombudsman (if known), provided the student fulfils all conditions for a valid enrolment, including payment of all fees, and compliance with all applicable standards of conduct, statutes, regulations, policies and procedures of Mayfield Education.

CT and RPL/RCC will be subject to the same quality assurance processes used to ensure the standard and integrity of assessment processes within Mayfield Education and be validated and monitored in the same way other assessment processes are validated and monitored.

Grounds for an appeal are restricted to breaches of procedural fairness. Applicants must follow the Appeals, Complaints and Grievances Policy and Procedure as published on the website.

Compliance and Breaches

Mayfield Education may commence applicable disciplinary procedures if an individual to whom this policy applies breaches it or any of its allied procedures.

Review

This policy will be reviewed every two years, or earlier if deemed necessary.