



# The Canberra Training School Pty. Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

## Recognition of Prior Learning and Credit Transfer Policy

Canberra Business and Technology College (CBTC) has a policy of appropriately recognising students past learning, completion of Australian Qualification Framework qualifications issued by another RTO through credit transfer and through Recognition of Prior Learning for other experiences.

### Purpose

The purpose of this procedure is to ensure all students are offered and where evidenced granted credit transfer and recognition of prior learning prior to enrolment.

### Scope

This procedure applies to any staff involved in the processing of marketing, taking student enrolments, responding to student inquiries, administrators of the Credit Transfer and Recognition of Prior Learning (RPL) process and Trainers/Assessors.

### Credit Transfer

All Australian Qualification Framework (AQF) Qualifications and Statements of Attainment issued by other Registered Training Organisations will be fully recognised by CBTC unless prevented by licensing or regulatory requirements.

### Credit Transfer Procedure

1. The CEO is to ensure that student information and relevant marketing material contains advice that CBTC will recognise AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations.
2. The CEO is to ensure that the Staff Handbook includes appropriate references to credit transfer and reinforces this policy during Staff orientation/induction sessions.
3. Participants are required to complete a Release of Information Form, which will allow CBTC to verify the Qualifications and/or Statement of Attainment with the issuing RTO.
4. The CEO is to verify the AQF Qualifications and/or Statement of Attainment presented for recognition by contacting the issuing Registered Training Organisation.
5. Participants seeking credit transfer for Qualifications or Statements of Attainment awarded by another Recognised Training Organisation must present the original documents for sighting and a certified copy of original documents. Copies of the Qualification or Statements of Attainment which have been verified with the issuing RTO are to be kept on the individual Participant's file.
6. Verified AQF Qualifications and Statements of Attainment are to be fully recognised and appropriately recorded on the students' file.
7. AQF Qualifications and Statements of Attainment unable to be verified will not be recognised and the student will be asked to provide further verifiable evidence if possible.
8. Non-verified claims for Credit Transfer are to be recorded on the individual student's file, together with details of any requests for further information and/or counseling undertaken.
9. The RTO will not provide Credit Transfer for a fully qualification issued by another RTO.



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## Recognition of Prior Learning (RPL)

RPL is the process of formal recognition for skills and knowledge gained through previous learning such as:

- Life experiences
- Previous formal learning
- Employment
- Recreational or personal interests

1. All students are to be made aware of the CBTC policy on RPL prior to enrolment
2. RPL is available for limited courses only for international students
3. During orientation all students are to be advised of the procedures for applying for RPL
4. Applications for RPL are to be made on the appropriate form and submitted to the Assessor together with all relevant supporting information for assessment.
5. The CEO will review each application and a decision will be made as to whether RPL can be granted.
6. If such a decision cannot be made then the applicant may be required to provide more information, e.g. more details, verification of experience, etc.
7. The applicant may be invited to attend an interview with an RPL Assessor and/or industry expert and may be accompanied by his/her employer or support person.
8. An initial assessment and/or a request for further information will be made within fourteen (14) working days of the receipt of the application.
9. An applicant may appeal against a decision in accordance with the Complaints and Appeals policy.

## Administration of credit transfer and Recognition of Prior Learning resulting in shorter course duration

Applications for Credit Transfer or RPL should be submitted either before a student enrolls at or by the end of the first term of study.

These applications will only be accepted if:

- The student is enrolled in an approved course of CBTC; and
- The appropriate fee has been paid; and
- The application is made in the first term of study at CBTC

If CBTC grants the student course credit which leads to a shortening of the student's course before the student visa is granted, the CoE will indicate the actual net course duration for the course.



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If the course credit is granted after the student visa is granted, the change of course duration will be reported to DHA via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

If the College grants RPL or course credit to a student, CBTC will 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.

## **Visa Implications for International Students**

Students are advised that the grant of RPL/Credit Transfer may result in a shortening of their enrolment duration and may impact on their student visa.

For international students studying in Australia, when the granting of RPL/ course credit leads to a shortening of the student's course, the College will:

- in cases where RPL/ course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by RPL/ course credit) in the confirmation of enrolment issued for that student for that course, or
- in cases where RPL/ course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act. In these circumstances, a new confirmation of enrolment will be issued.

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