RPL and Credit Transfer Policy

1. PURPOSE

This policy has been developed to ensure compliance with standard of SNR 15.5 for NVR registered training organisations - regulated by the National VET Regulator; Australian Skills Quality Authority (ASQA). It also provides applicants with the opportunity to understand the RPL and Course Credit transfer process.

2. POLICY STATEMENT

Empower Institute (“EI”) will comply with the above mentioned standard via implementation of this policy.

3. DEFINITIONS

3.1 What is Credit Transfer

Credit Transfer is a process that takes into consideration students’ prior formal learning attained with a Registered Training Organisations or Higher Education Providers. In order for Credit Transfer to be considered, the applicant needs to provide evidence of completion of that formal learning in the form of an academic transcript, statement of attainment, academic history or testamur. EI will conduct assessment of the course/subject/unit of competence that the applicant provides against the destination course to determine the extent to which it is equivalent to the EI’s course. When a Credit Transfer application is successful, EI does not provide the student with a formal or nationally recognised outcome (i.e. an academic transcript or statement of attainment).

3.2 What is Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual’s formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to and/or partial or total completion of a VET qualification.

3.3 Who Can Apply for RPL

Anyone wishing to undertake a whole course or individual units can apply for RPL. Based on evidence provided and informal training, an entire qualification may be granted through the recognition of prior learning process. In deciding whether a student may be granted credit for a unit, the following may be considered:

- Is prior learning relevant to the course?
- Is knowledge and skill current? (Some fields of study change so rapidly that a skill achieved in the past may no longer be relevant or acceptable).
- Is it transferable? A skill should be applicable to a number of settings and situations.
- Is it authentic? Students have to provide evidence or demonstrate that they have the knowledge and skill.
- Is knowledge and skill appropriate to the level of the unit or course?
- Is there evidence pertaining to the unit requirements? The student must be able to provide evidence and relevant documents to prove competency for the relevant unit.

When an RPL application is successful, the student attains a formal and nationally recognised outcome for that unit of study/competency or qualification.

3.4 When Can a Student Apply for RPL

Students can apply for RPL during the enrolment or at the beginning of a course. EI recognises equivalent statement of attainment and qualifications issued by other Registered Training Organisations nationally.

Students may also apply for RPL to:
- Gain qualification or statement of attainment
- Gain entry or credit into course
- Identify training needs
- To confirm competence for appointment to workplace position, or to meet an award structure, licensing or regulatory authority
- Identify current skills and knowledge
- Identify employee skills and knowledge to retrain into different roles for restructuring organisation
- Complete qualification in a shorter period of time.

4. Fees and Charges for RPL

*RPL Fee is based on Unit of Study Stages and Courses.

POLICY PRACTICE and PROCEDURE

5.1 Student Access and the RPL Procedure

EI offers all students the opportunity to apply for RPL (advance standing/credit transfer) on enrolment. Students are to indicate that they wish to apply for RPL on their EI Enrolment application. RPL information is published on the EI Website, Student Handbook and Staff Handbook. It is also explained to students during student orientation. The RPL process has been structured to minimise time and cost to student applicants, and provides adequate information for applicants to gather evidence to support their claim. This is achieved through RPL information contained in the RPL Kits.

The following outline the steps required to follow when an application for RPL has been made:

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Indicates a request to apply for RPL on application for Enrolment</td>
<td>Student</td>
</tr>
<tr>
<td>2</td>
<td>Student Service Officer contacts student and makes an appointment</td>
<td>Student Service</td>
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for the student with a Assessor to discuss the RPL Process and confirm the request  

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Responsible Party</th>
</tr>
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</table>
| 3    | Student is sent:  
                    - RPL Application Form; and  
                    - RPL Candidate Guide | Student Service Officer  
RPL Application Form  
RPL Candidate Guide |
| 4    | Assessor Contacts student, discusses and explains about the RPL candidate guide and Portfolio of Evidence to be submitted for review. | Assessor |
| 5    | Record of signed, dated RPL Application Form is stored on student file. | Student Service Officer |
| 6    | Ongoing advice is offered to student during the process if there any concerns or the student needs help for completing the RPL guide. | Assessor  
Student Service Officer |
| 7    | Student Submits the Portfolio of Evidence to EI. | Student |
| 8    | Assessor will review the submitted Portfolio of Evidence and document the results on the Assessor’s Evaluation Report. This will be stored on student file. | Assessor |
| 9    | Sufficient Evidence – student is issued a statement of attainment (or full qualification).  
Insufficient Evidence – student is advised of process for submitting further evidence or the next available course dates to complete the unit/s or course. | Student Service Officer |
| 10   | Involvement in appeals as required. | Student Service Officer/Assessor |

### 5.2 What Evidence should be provided

In most cases students will be assessed for RPL on the basis of a statement from workplace supervisor or trainer and documentary evidence that they supply to support their application.
In addition students may be asked to attend an interview.

Examples of each type of evidence are:

- Curriculum vitae
- Work records
- References detailing your responsibilities
- Records of workplace training
- Courses and qualifications you have completed
- Awards and Prizes
- Correspondence you have written
- Diary notes you have made
- Financial records you have maintained
- Minutes of meeting which contain information about your participation
- Job descriptions
- Organisational Charts showing your position/s
- Performance Appraisals
- Letters of appreciation from clients
- Confirmation of relevant unpaid/volunteer experience
- Verifications of duties undertaken as a member of a club or community group
- Work samples
- Videos/photograph of your work
- Answers to Written or Oral Questions
- Workplace Observation

All evidence provided must be accompanied by a Third Party Report cited by a workplace supervisor, manager or relevant person who is able to attest to the statement and evidence provided.