Institution	Mercury Institute of Victoria
Policy Name	Recognition of Prior Learning and Credit Transfer Policy and Procedure
Policy Governance	Compliance Manager
Reference to Standards	Standards for RTO 2015 - Standard 3 Clause 3.5 National Code 2018 - Standard 2 Recruitment of an overseas student
Date of Approval	April 2020
Review Date	April 2021
Version No.	4.0

PURPOSE

The purpose of this policy is to ensure that the process and procedure for applying Recognition of Prior Learning (RPL) or Credit Transfer (CT) is implemented and the decision to award RPL towards a Course at Mercury Institute of Victoria is based on clearly defined and transparent guidelines that ensure all students are treated equitably and through a process that is academically defensible.

Mercury Institute of Victoria establishes this policy and procedure to:

- Comply with the requirements of Standards for RTO 2015 - Standard 3 Clause 3.5
- Comply with the requirements of the National Code 2018 – Standard 2 Recruitment of an overseas student

SCOPE

This Policy applies to all VET Courses at Mercury Institute of Victoria.

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1. POLICY

It is a requirement that all students enrolling in a VET Courses at Mercury Institute of Victoria will be considered the line of their demonstrated prior experience and skills.

This policy ensures that Mercury Institute of Victoria will recognise the AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation.

The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken.

Mercury Institute of Victoria will ensure the following definition of Credit Transfer is implemented: *Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit, in a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.*

Credit Transfer is provided at no additional cost.
Recognition of Prior Learning will come at an additional cost see Fees, Changes and Refund Policy and Procedure.

2. PROCEDURE

Recognition of Prior learning

- The Administration Manager/Training Coordinator will assess the Application Form (prior to enrolment).
- The students can apply for RPL before or after the Enrolment Agreement is issued. If it is applied for after the Enrolment Agreement is issued it should be applied within 2 weeks of the Course Commencement date.
- Any change to the duration of the Course will be reported, through PRISMS, within 14 days

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of the decision to grant the RPL.

- Please note that the student must continue to attend classes as per timetable until the RPL application outcome is approved by Mercury Institute of Victoria.

- Mercury Institute of Victoria will provide Support and guidance in completing RPL Information Kit and Application.

- The opportunity to obtain feedback and/or further information on completing all aspects RPL Application prior to submission.

- The RPL process will be structured in a way that minimizes cost, time and effort to both the applicant and Mercury Institute of Victoria whilst retaining SRTOs and Training Packages requirements.

- Mercury Institute of Victoria will ensure that the students are provided with all the information required:

  - Information on Qualification, Units of Competency, Performance Criteria and RPL process, prior to submitting an RPL application.

  - Application Form.

  - Information on all aspects of collecting and presenting consistent and reliable evidence required for the purpose of demonstrating current skills and knowledge gained which could have been obtained through formal/informal education/training, work experience or life experiences (e.g. Third-party reports, references letters, portfolios, and informal/formal courses transcripts/certificates).

  - Support and guidance in completing the RPL Information Kit and Application.

  - The opportunity to obtain feedback and/or further information on completing all aspects of the RPL application prior to submission.

- All documentary evidence of training including: work experience or other relevant documents (e.g. Certificates/Diplomas, personal or work references and licenses) submitted, and which claim skills and knowledge gained, must be in English and must be signed and sealed by the appropriate organisation/company representative (e.g. CEO or Administration Manager/Training Coordinator). If original evidence submitted was issued

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in a language other than English then a "Certified English" translation compiled by a registered translation service or professional will be required.

- Once the RPL application is submitted and received by Mercury Institute of Victoria the application will be checked and verified by Administration Department for content to ensure that all details of the applicant, course, and units of competency, evidence and payment are correct. Mercury Institute of Victoria shall endeavour to inform the applicant within ten (10) working days of receiving the application with:

    - any inconsistency or erroneous data/information supplied;

    - any evidence material supplied which does not fulfil the evidence requirements.

- On successful completion of the RPL application check, the RPL application will be forwarded to the Administration Manager who forwards it to the assessor.

- The assessor will then proceed to assess and judge the RPL application with the information obtained from the RPL application, the self-assessment questionnaire, the RPL conversation, practical test(s) and any other evidence provided or obtained, including third party reports or advice from supervisors.

- The assessor shall endeavour to assess (within 28 working days) the RPL application a qualification or unit of competency.

- A maximum of 40 days should be allocated to finalise the RPL application. If further time is required, Mercury Institute of Victoria must inform the student in writing about the delay in processing the application.

- The applicant is advised of the RPL application outcome and of Mercury Institute of Victoria *Complaint and Appeal Policy and Procedure* (only if unsuccessful).

- All the records of RPL will be maintained on individual student file.

- Data to be entered on the Student Management System once RPL process completed.

3. Credit Transfer

Student request for Credit Transfer

- If a student wishes to apply for Credit Transfer they must complete the Credit Transfer

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Application Form and include appropriate evidence to support the Credit Transfer application.

- The Credit Transfer Application Form will specify the Units of Competency that the student is applying for Credit Transfer.
- The student is required to submit this application with any associated evidence to the Administration Manager.
- The Administration Department will notify the Administration Manager by email/in person that a Credit Transfer Application Form has been received and registered.

Assessment process

The assessment of all Credit Transfer Applications will be undertaken by the Administration Manager. Any Credit Transfer applications received by the Administration Department shall be passed to the Administration Manager for assessment.

All Credit Transfer applications must be supported by appropriate evidence. This may be in the form of a Nationally Recognised Qualification or Statement of Attainment indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

All original documents such as certificates etc. must first be sighted by the Administration Manager and copied.

After the review of the application has been completed, the Administration Manager will determine if approval for Credit Transfer is to be Granted or Not Granted. Where appropriate evidence is provided with the Credit Transfer application, the Administration Manager must grant the Credit Transfer. The result is to be recorded in the 'Authorisation for Processing' section on the final page of the *Credit Transfer Application Form*. If Credit Transfer is Not Granted, the reason will also be detailed in the same section.

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Where Credit Transfer is 'Granted' this information will be communicated in writing (*Course Credit Application Letter*) to the applicant within 10 working days of completion of the assessment, and the Qualification/Statement of Attainment will then be issued or the training program adjusted accordingly.

Where Credit Transfer is 'Not Granted', students will be notified in writing (*Course Credit Application Letter*) of the outcome within 10 working days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).

The Administration Manager will place all documentation relating to the application in the Student File on the Student Management System.

In order for a credit transfer to be applied the unit code and name on the statement of attainment must match the unit name and code on training.gov.au or if the unit has been superseded it must specify on training.gov.au that the unit is equivalent.

Further steps for International Students

Where a Credit Transfer application is granted to an International student, the following must occur:

- The Administration Manager must identify the reduction in study time required based on the units that Credit Transfer have been granted.
- If the Credit Transfer granted will affect the duration of the course, the Administration Manager must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled. This reduction must be reported via PRISMS.
- The RTO needs to provide the student a letter to confirm the outcome of Credit application 'Course Credit Application Letter'. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer applications. A copy will be kept on the student's file.

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Administration Manager will ensure all records are kept under the *Credit Transfer Register*.

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