

Student Credit Transfer and Recognition of Prior Learning Policy and Procedure

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Policy

Sydney City College of Management will ensure that Credit Transfer (CT) / Recognition of Prior Learning (RPL) is offered to all applicants prior to and upon enrolment. Sydney City College of Management will fully recognise the AQF, and VET Qualifications and Statements of Attainments issued by other Registered Training Organisations and ensures that its own recognition process is transparent, fair and provides students with sufficient information to support their claim for recognition. It is a requirement that Sydney City College of Management grant credit to learners that have previously completed units of competency or modules (unless licensing or regulatory requirements prevent this) and that students are not required to repeat any unit or module in which they have already been assessed as competent unless a regulatory requirement or license condition (including industry licensing schemes) require this.

1.0 Definitions

1.1 Credit Transfer: Credit Transfer assesses the initial course or subject that an applicant is using to claim access to or credit in a destination course. The assessment determines the extent to which the applicants' initial course or subject is equivalent to the required learning outcomes, competency outcomes or competency standards for entry to, and/or partial or total completion of a qualification

1.2 Recognition of Prior Learning: An assessment process that assesses an applicant's non-formal and informal learning to determine the extent to which the applicant has achieved the required learning outcomes, competency outcomes, or competency standards for entry to, and/or partial or total completion of a qualification

2.0 Guidelines

- 2.1 Students are informed of Recognition options prior to and upon enrolment and are encouraged to apply
- 2.2 Students that apply for CT / RPL must provide evidence that indicates they are currently competent against the endorsed industry competency standards. These could include, but is not limited to:
 - a) Resume

- b) Copies of relevant study certificates
- c) Letters from relevant employers detailing duration, tasks and duties performed by the applicant
- d) Pictures or videos of work experience
- e) Work experience related emails
- f) Relevant position descriptions
- g) Relevant employment agreement
- h) Minutes of attended meetings
- i) Relevant business cards
- j) Certified copies of original certificates or statements of attainment issued by other Registered Training Organisations
- k) Course outlines (For courses where the candidate has been deemed competent)
- l) Certification of hours of study
- m) Certified results from an institution
- n) Subject outlines from previous study
- o) Client testimonials

2.3 CT / RPL assessment can only be conducted by SCCM assessors who hold the following:

2.3.1 TAE40116 Certificate IV in Training and Assessment

2.3.2 The vocational qualification or equivalent qualification or higher they intend on assessing

2.3.3 A minimum of 2 years of directly relevant industry experience obtained within the last 5 years for each unit of competency they intend on assessing

2.3.4 Evidence of current knowledge and skills in VET

2.4 When assessing Recognition, Sydney City College of Management will ensure that the evidence supplied is:

2.4.1 Authentic

2.4.2 Valid

2.4.3 Reliable

2.4.4 Current

2.4.5 Sufficient

2.5 All supporting documentary evidence must be translated into English and certified

2.6 All students must sign the Student Exemption Form as acceptance of the recognition being granted, prior to any changes being made to their CoE.

2.7 Where CT or RPL is granted before the issue of a visa grant, the net course duration (as reduced by CT/RPL) will be indicated on the CoE issued for that student. Where CT/RPL is granted after the issue of a visa grant, the resulting change of course duration will be reported via PRISMS within 10 working days

2.8 All copies of the recognition process will be retained in the students file

2.9 All AQF qualifications and statements of attainments issued by other Registered Training Organisations are fully recognized by Sydney City College of Management

2.10 Credit will only be granted for an entire unit of competency, not for individual elements of competency

3.0 Credit Transfer Procedure

- 3.1 Sydney City College of Management provides information on recognition options prior to and upon student enrolment
- 3.2 Student advises Sydney City College of Management's Marketing and Admissions Staff that they would like to apply for Credit Transfer and completes the Student Exemption Form
- 3.3 The Academic Manager contacts the student and arranges a meeting, providing complete information about the Credit Transfer process including discussions on appropriate evidence and presentation of evidence
- 3.4 The Student provides the evidence to the Academic Manager as discussed which will usually include certified copies of original certificates or statements of attainment issued by other Registered Training Organisations and certified academic transcripts
- 3.5 The Academic Manager advises if the students application was successful or not and completes the Student Exemption Form which must be also signed by the student as acceptance of the decision
- 3.6 If the Students application is successful, the Academic Manager will provide a letter advising so. Where CT or RPL is granted before the issue of a visa grant, the net course duration (as reduced by CT/RPL) will be indicated on the CoE issued for that student. Where CT/RPL is granted after the issue of a visa grant (which results in a shortening of the CoE course duration), the resulting change will be reported via PRISMS within 10 working days and a new CoE will be issued to the student. The Marketing and Admissions Manager is responsible for ensuring that all enrolment documentation reflect the reduction in course duration
- 3.7 If the Students application is not successful, the Academic Manager will provide a letter specifying the reasons for the decision and the next available course of action. Students may appeal any decision made by Sydney City College of Management (See Complaints and Appeals Policy)

4.0 Recognition of Prior Learning Procedure

- 4.1 Sydney City College of Management provides information on recognition options prior to and upon student enrolment
- 4.2 Student advises Sydney City College of Management's Marketing and Admissions Staff that they would like to apply for Recognition of Prior Learning and completes the Student Exemption Form
- 4.3 The Academic Manager contacts the student and arranges a meeting, providing complete information about the RPL process including completion of the RPL Kit, the Student Exemption Form and discussions and presentation of the students supporting evidence
- 4.4 The Student provides the evidence to the Academic Manager as discussed
- 4.5 The Academic Manager meets with the student and provides feedback on the students first attempt as well as any further evidence that the student may need to submit
- 4.6 The Student provides further evidence to the Academic Manager as discussed
- 4.7 The Academic Manager meets with the student and provides feedback on the students second attempt as well as any further evidence that the student

may need to submit

- 4.8 The Student provides further evidence to the Academic Manager as discussed
- 4.9 The Academic Manager advises if the students' application was successful or not and completes the Student Exemption Form which must be also signed by the student as acceptance of the decision
- 4.10 If the Students application is successful, the Academic Manager will provide a letter advising so. Where CT or RPL is granted before the issue of a visa grant, the net course duration (as reduced by CT/RPL) will be indicated on the CoE issued for that student. Where CT/RPL is granted after the issue of a visa grant (which results in a shortening of the CoE course duration), the resulting change will be reported via PRISMS within 10 working days and a new CoE will be issued to the student. The Marketing and Admissions Manager is responsible for ensuring that all enrolment documentation reflect the reduction in course duration
- 4.11 If the Students application is not successful, the Academic Manager will provide a letter specifying the reasons for the decision and the next available course of action. Students may appeal any decision made by Sydney City College of Management (See Complaints and Appeals Policy)

5.0 Cost

Item	Cost
Credit Transfer	Nil
Recognition of Prior Learning (RPL)	\$200 per unit of competency

Related Documents

- Student Exemption Form
- RPL Kit
- RPL Feedback Form

Related Policies

- Complaints and Appeals Policy

Policy Implementation Manager

- Academic Manager