

RPL Policy and Procedure

1. Purpose of the policy

1.1 This policy documents ICAN Learn's responsibility to offer students recognition of prior learning and AQF credit transfers.

2. RPL – Recognition of Prior Learning Policy

2.1 ICAN Learn is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students at enrolment and whilst enrolled. ICAN Learn's staff will provide support and guidance regarding RPL and Credit Transfer enquiries in a timely manner.

3. Application of the policy

3.1 This Policy applies to ICAN Learn Management and all casual, part time and full time teaching staff.

3.2 This policy applies to students enrolling in ICAN Learn higher education training courses.

4. Commencement of the policy

4.1 This Policy will commence from 1st January 2017

5. Policy review

5.1 This policy will be reviewed annually from the time of commencement

6. RPL Procedures

6.1 On receipt of a RPL enquiry ICAN Learn staff will direct the potential RPL client or enrolled student to the RPL application pack available from the RTO Coordinator.

6.2 The RTO Coordinator will ensure that the RPL application pack contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statements of attainment or qualifications.

6.3 On receipt of an RPL application the ICAN Learn staff member will issue a receipt for the RPL fee and provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.

6.4 On receipt of a completed RPL Evidence Guide and portfolio the staff member shall record the date of receipt in the RPL Applications Log and request ICAN Learn lecturing staff to process the portfolio.

- 6.5 On receipt of a RPL assessment judgment the Business and Stakeholder Engagement Coordinator shall record the decision on the RPL Process Log and report the competency or rework decision to the RPL applicant.
- 6.6 The RTO Coordinator shall provide copies of completed RPL Evidence guides and place on file in the RPL records cabinet.
- 6.7 All competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.

7. Credit Transfer Procedures

- 7.1 ICAN Learn recognises statements of attainment and qualifications issued by all Registered Training Organisations.

7.2 AQF Credit Transfers

7.2.1 Where student provides a statement of attainment or qualification from an RTO with applicable unit/s to the qualification being applied for, the Business and Sector Development Manager will provide a credit (advanced standing) to the student's course enrolment for the applicable unit/s of competency.

7.2.2 Credit transfer applications of Nationally Recognised Training will be reviewed and applied by the Business and Sector Development Manager at no cost to the student.

7.3 Non AQF Credit Transfers

7.3.1 Where a student has completed informal or formal qualifications that are not recognised within the Australian Qualifications Framework (AQF 2013) the student will be required to submit an academic transcript to the Business and Sector Development Manager with a written request for Credit transfer detailing the proposed unit/s of competency for which they wish to apply for credit transfer.

7.3.2 On receipt of a written request for credit transfer the Business and Sector Development Manager will consider the comparability and equivalence of the submitted academic transcript to the courses:

- i. Learning outcomes
- ii. Volume of Learning
- iii. Program of study, including content and
- iv. Learning and assessment approaches

7.3.3 Non AQF Course Credit transfer requests will be reviewed by ICAN Learn at an additional cost which is at the same rate as an RPL application.

7.3.4 Following the completion of the credit transfer review the Business and Sector Development Manager shall ensure that a written response

providing confirmation of the credit transfer or reason why the credit transfer was refused is provided to the student within 5 working days.