

**QMS Online****Section: 5. Assessment System****Version: 1.2012****Creation Date: 29/11/2012****Note: This is an uncontrolled document when printed****Recognition of Prior Learning, Current Competence and Credit Transfer Policy  
Box Hill Institute and CAE****Purpose**

To determine the policy and principles which apply to recognition of prior learning, current competence and credit transfer.

**Scope**

Applies to Box Hill Institute and CAE in relation to recognition of prior learning, current competence and credit transfer.

**Policy Statement**

Students will have the opportunity to gain credit transfer or maximum recognition of current competence prior learning in a course of training based on skills and knowledge gained through prior work and life experiences, education and training.

The Institute and CAE supports the recognition of prior learning, recognition of current competence and credit transfers through a standard process, which is fair, transparent and consistent.

RPL and Credit Transfer will only apply where the qualification/skill set/module/unit of competency is included on the Institute's/CAE's current scope of registration.

RPL may be granted up to 100% of a qualification.

Credit Transfer may be granted up to 100% in a qualification for those students who meet the following criteria:

- have studied or been assessed in at least one unit of the original qualification with BHI or CAE;
- where the qualification for which 100% Credit Transfer is being sought is a pre-requisite or entry requirement to a qualification in which the student is currently studying with the Institute/CAE, or
- at the discretion of the Executive Director, Learning and Academic Affairs.

The Institute and CAE will recognise current AQF qualifications and statements of attainment issued by other registered training providers where there are current endorsed alignment/mapping documents through credit transfer.

Related documentation is to be accurate and sufficiently comprehensive to render decisions capable of review.

**Code of Conduct**

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

<b>Definitions</b>	<p><b>AQF</b> - Australian Qualifications Framework</p> <p><b>SNR</b> - Standards for National VET Regulator Registered Training Organisations</p> <p><b>Course Credit</b> - for the purposes of the ESOS National Code 2007, course credit is defined as follows: ‘Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.’</p> <p><b>Currency in assessment</b> - relates to the age of the evidence presented by a candidate to demonstrate that they are still competent. Competency requires demonstration of current performance, so the evidence collected must be from either the present or the very recent past.</p> <p><b>ISS</b> -International Student Services</p> <p><b>Qualification</b> - a credential issued on completion of a course of study by the course provider.</p> <p><b>PRISMS</b> - Provider Registration International Student Management System of the Department of Education, Employment, and Workplace Relations (DEEWR).</p> <p><b>RPL (Recognition of Prior Learning)</b> - A process through which people can gain entry to or credit in recognised courses based on competencies gained. The competencies may have been gained through experience in the workplace, in voluntary work, in social or domestic activities or through informal or formal training. RPL may only be granted if the candidate is ‘fully’ competent i.e. Not in need of any further training in that unit.</p> <p><b>RCC (Recognition of Current Competency)</b> - This applies if an individual has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. SCH are not claimed.</p> <p><b>Advanced Standing Statement</b> - a results statement that details the outcome of an RPL/RCC/Credit Transfer Application, and lists both successful and unsuccessful RPL/RCC/Credit Transfer and Exemption outcomes in competencies/units.</p> <p><b>Statement of Attainment</b> - A list of competencies/units which have been successfully completed in a particular course of study.</p> <p><b>TR (Credit Transfer)</b> - Recognition obtained on the basis of prior agreements between institutions and organisations as to the credit value of a specific course/program. (This includes students studying the same national unit of competency in another course either at Box Hill Institute or elsewhere).</p>
<b>Related Procedures</b>	<p>The following procedures are linked below:</p> <ul style="list-style-type: none"> <li>• Recognition of Prior Learning, Current Competence and Credit Transfer Procedure – BHI and CAE</li> </ul>
<b>Related Operating Guidelines</b>	<p>NIL</p>
<b>Related Forms</b>	<p>See linked forms below.</p>
<b>Related Policy, Legislation and</b>	<p>Box Hill Institute Group</p>

<b>Regulation</b>	NIL External <ul style="list-style-type: none"> <li>Standards for NVR Registered Training Organisations – Essential Standards for Continuing Registration.</li> <li>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.</li> </ul>
<b>Records</b>	Records will be maintained in accordance with the requirements of Box Hill Institute’s and CAE’s Records Management Policy and Procedure.
<b>Review</b>	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
<b>Approval Body</b>	CEO
<b>Endorsement Body</b>	VET Board of Studies
<b>Document ID</b>	POLSA08
<b>Date Approved</b>	29 November 2012
<b>Owner</b>	Executive Director, Learning and Academic Affairs
<b>Author</b>	Executive Manager, Academic Special Projects

---

#### Linked Files

1. Recognition of Prior Learning, Current Competence and Credit Transfer Procedure – BHI and CAE
2. Teaching Centre Application RCC/RPL Form
3. Student Administration Application for RPL/RCC/Transfer form
4. Award Application Form