



RPL/Credit Transfer Policy and Procedure

Purpose

The purpose of this policy is to ensure that the assessment of Credit Transfer (CT) and Recognition of Prior Learning (RPL) into a course at Wall Street College (WSC) follow transparent guidelines and that all students are treated equitably.

Scope

This policy applies to all courses at WSC and all staff involved in the assessment and recording of CT and RPL.

Policy

Wall Street College (WSC) will implement this policy to ensure appropriate recognition of course credit within the ESOS framework.

Procedure

RPL (Recognition of Prior Learning)

1. The candidate contacts WSC and enquires about RPL and is referred to the Academic Manager
2. WSC Academic Manager provides the candidate with information about RPL. If the candidate decides they would like to proceed with RPL, WSC must supply them with a copy of the RPL Self-Assessment Tool.
3. The candidate completes the RPL Self-Assessment Tool, identifying the units in which they are seeking RPL and any evidence they can submit to support the application.
4. The candidate sends their RPL Self-Assessment Tool, a copy of their CV, and any certified copies of relevant qualifications to the WSC Academic Manager.
5. The Academic Manager reviews the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process. This will include contacting the candidate to discuss the following:
 - Their work experience and anything of interest in their CV (for example, the number and type of roles and industries in which the candidate has been employed, professional development experiences, etc.)
 - The items they ticked/did not tick in their self-assessments.
 - Any third-party who can attest to their knowledge and experience, if applicable.



6. The Academic Manager determines the candidate's suitability for RPL. If the candidate's work experience, skills, and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate should be provided with information about formal training opportunities for this qualification. The candidate can then determine whether they would like to enrol in the course.
7. Candidates deemed appropriate for RPL will receive a copy of the:
 - Written agreement
 - Invoice for RPL assessment
 - RPL Evidence Tool
 - RPL Third-Party Tool (assessor must indicate in this document which units are being applied for if the candidate is not applying for the entire qualification)
8. The Academic Manager contacts the candidate to discuss:
 - How to work through the RPL Evidence Tool
 - Arrangements for workplace observations (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources).
9. The Academic Manager will:
 - Visit the candidate's workplace to observe the completion of practical tasks (where applicable).
 - Complete verbal questioning (either in-person, over the phone or via video conference tool).
 - Be available to provide support and assistance to the candidate as required.
10. The candidate submits their RPL Evidence Tool booklet and their evidence portfolio.
11. The Academic Manager reviews the submitted RPL Evidence Tool booklet and associated evidence.
12. The Academic Manager checks the third-party person's rating, feedback and comments in the RPL Third-Party tool, if applicable.
13. Where necessary, the Academic Manager contacts the third-party person to discuss anything that required further clarification.
14. The Academic Manager contacts the candidate's professional referees to discuss the candidate's workplace competency.
15. The Academic Manager contacts the candidate once an outcome has been arrived at- all outcomes are to be summarised in the Assessment Outcome Summary.



16. The Academic Manager forwards all document to WSC's Admissions for record-keeping.

RPL Tools

The Academic Manager must submit records of interviews and assessment outcomes to admin after each conversation or meeting during the RPL process. On completion of the assessment, the following items must be returned to the candidate's file for archiving:

- RPL Assessor Report
- RPL Self-Assessment Report
- RPL Evidence Tool and all evidence submitted
- RPL Third Party Report

CT (Credit Transfer)

1. Applicants for Credit Transfer must complete the *Credit Transfer Application Form*, including attaching a copy of previous Qualifications, Statement of Results (academic transcript), or Statements of Attainment, and submit the application to WSC.
2. The Academic Manager must validate the qualifications, Statement of Results (academic transcript) or Statements of Attainment, and grant credit transfers for identical units that have been identified as being completed at another Registered Provider.
3. The student and the Academic Manager must sign the completed credit transfer record.
4. Granting of credit transfer must be recorded as a unit outcome in the student file/student management system.
5. After credit transfer is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student file/student management system.
6. If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
7. Any course duration reduction as a result of Credit Transfer granted to students must be indicated on:
 - Confirmation of Enrolment, if granted before the issuance of a Visa, or
 - PRISMS, if granted after the issuance of a Visa.
8. The following documents must be placed in the student file:
 - Certified copies of qualifications
 - Statement of Results (academic transcript)
 - Statements of Attainment
 - Credit Transfer Application form



Definitions:

ESOS framework:	The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa.
RPL:	Recognition of Prior Learning (RPL) is the recognition of the skills and knowledge one collected through work and life experiences and then transferring them to current training course requirements. RPL must take place at the start of the training, apprenticeship, or traineeship after enrolling with a registered training provider.
PRISMS:	Provider Registration and International Student Management System
Course:	Program of Education or Training defined as a course in the ESOS Act
Credit Transfer:	Exempting a student from enrolling and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units, at another Registered Provider.

Document Control

Policy Owner:	Wall Street College
Endorsed By:	CEO
Person Responsible for Implementation:	Academic Manager
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