

International Students Only

Applications from International students for RPL must be completed and submitted to the International Centre by the end of the first week of your course. Applications received after this date cannot be accepted.

Credit cannot be granted to international students in circumstances which would reduce the student's studies below a full time load. However, alternate modules may be undertaken, if available.

Student fees are not reduced when credit is granted.

All Students must attend all enrolled modules/competencies until formally advised in writing that credit has been granted.

Chadstone Campus

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Registrar's Department correct at the time of printing
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Vocational and Higher Education
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Recognition of Prior Learning and Credit Transfer

Important information for
TAFE students

Please read carefully

Recognition of Prior Learning and Credit Transfer

Holmesglen promotes the principle of recognition of competencies, skills and knowledge which students bring to a formal course of study.

Through Recognition of Prior Learning (RPL) and Credit Transfer (CT) students may

- Finish their course earlier
- Reduce their study load
- Take on additional modules leading to a second qualification.

The amount of credit that can be granted for a course is consistent with course accreditation documentation. RPL is available to all students in courses for which RPL is appropriate. CT is available for AQF qualifications and Statements of Attainment issued by Registered Training Organisations.

Definition from RPL National Principles

Australian Qualifications Framework (AQF) Advisory Board, 2004...

While RPL and credit transfer are related, and the boundaries between them are often blurred, they are distinguished as alternative pathways to an AQF qualification. They are distinguished by the way they relate to learning achieved through formal education and training (credit transfer) and learning achieved outside the formal education and training system (RPL):

- **RPL** is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that **individual** has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification; and
- **credit transfer** assesses the **initial course or subject** that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it 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 framework.

How to apply

1. Application and outcome (approved or declined) must occur within the first 4 weeks of class. No applications can be processed after this time.
2. Discuss your CT or RPL potential with your Course Coordinator and request a Course Outline.
3. Obtain a CT/RPL Application and Supplementary Information Form from the Campus Information Office. Details of the process are also outlined on the back of the Form.
4. Read the Course Outline carefully. Match your prior learning to module/ competency outcomes. Match your completed modules to exact module codes in the case of Credit Transfer. Obtain evidence to support your application. eg letters of validation from your employer, past academic results, etc.
5. Complete the CT/RPL Application and Supplementary Information Form, attaching evidence. Only certified originals from the issuing institution will be accepted.
6. Enrol and pay the fee applicable for the proposed course.
7. Lodge the forms with the Information Office or your Centre Administrative Officer.
8. Attend class until your application is processed (4 weeks).

RPL interview

You may be requested to attend an interview with an RPL assessor to gain extra information to assist in the assessment of your eligibility.

Decisions

1. **Request granted.**
Application approved.
2. **Partial exemption granted**
Your prior learning does not totally match the module/ competency content in the course. You may be required to complete an assignment, or undertake alternative study to gain credit for the complete module/ competency.
3. **Request declined**
Your prior learning has not been recognised as relevant to the course. The usual study requirements of the course must be completed.

Notification

You will be formally notified of the outcome of your application by the Student Records Office.

Appeal process

If you are dissatisfied with the level of credit obtained, discuss the assessment with your Teaching Centre Manager, who may refer your appeal to the Associate Director. The Associate Director's decision will be final.

Refund

If RPL is granted there is no refund of fees.

Note: If you are in receipt of Youth Allowance/Austudy, the granting of RPL or CT may affect your full time enrolment status and your eligibility to receive the benefit. Consult Centrelink.