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Credit and Recognition of Prior Learning Policy and Procedure

1. Purpose

The purpose of this Policy and Procedure is to inform Headway Education's assessment of the students application for Credit and/or Recognition of Prior Learning towards any vocational education and training (VET) courses offered by Headway Education.

2. Scope

Any student or prospective student who applies for Credit or Recognition of Prior Learning for a VET course, staff who are authorised to assess Credit or to Recognise Prior Learning application.

3. Definitions

- a) **AQF Qualification** is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.
- b) **Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through Credit Transfer, articulation and Recognition of Prior Learning.
- c) **Credit Transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
- d) **Learning Outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning
- e) **Recognition of Prior Learning (RPL)** is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

4. Policy

Headway Education acknowledges that students and prospective students may have completed previous studies or gained work experience prior to commencing their studies at Headway Education. Successful completion of previous studies and work experience may be used to demonstrate Australian Qualification Framework (AQF) equivalency towards being awarded an AQF Qualification.

a) General Principles

Any student may apply for Credit or RPL towards a VET course of study. Headway Education may grant Credit or RPL if a student can demonstrate that they have successfully completed (or successfully completed components of) an AQF Qualification.

Applications for Credit or RPL must be made in writing using the Credit Transfer Form and /or Recognition of Prior Learning Form. Applications for Credit or RPL must be evidenced by certified copies of a student's record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur, USI transcript or other relevant evidence.

b) Credit for completed AQF Qualifications or Awards

Credit will only be granted where the student has successfully completed (or successfully completed components of) an AQF Qualification in the last ten (10) years. Any records of results, transcript of results, academic transcript, record of achievement, statement of results, testamur or other evidence must be dated within ten (10) years of the application for Credit.

If Credit Arrangements exist (including articulation agreements), the student will need to provide certified documented evidence demonstrating what units they have successfully completed at the previous provider. If Credit Arrangements exist, Compliance Manager may process the Credit Transfer subject to this Policy and in line with the Credit and Recognition of Prior Learning Procedure.

c) RPL through Informal Learning

Headway Education acknowledges that granting RPL for informal experience is difficult and without a proper documented framework, outcomes could be subjective and inconsistent. Another difficulty is that the process would need to demonstrate how informal experience satisfies the learning outcomes leading to an AQF Qualification and the evidentiary requirements would be extremely high.

The learning derived from experience must be identified in order to be assessed. The identification of prior learning from experience comes through systematic reflection on that experience, the writing of clear statements about what was actually learned and the collection and collation of evidence to support those statements.

Assessment of prior learning from experience must be conducted by an appropriately qualified staff member. At a minimum, the person assessing prior learning must hold necessary qualifications listed below.

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment.

5. Procedure

a) Student applies for Credit and/or RPL

Student completes the *Form* and provides supporting documents. For credit application, the student will need to provide:

- certified copies of their record of results, transcript of results, academic transcript, record of achievement, statement of results, testamur, USI transcript or other relevant evidence, and;
- other documents as requested by the institute.

For recognition of prior learning from informal and/or non formal experience the student will need to provide the following, but not limited to:

- a copy of their resume and references
- direct evidence, which is evidence that can be observed or witnessed by the assessor. This could include observation of workplace performance, oral questioning, demonstration, challenge test;
- indirect evidence, which is evidence of a student's work that can be reviewed or examined by the assessor. This could include finished products, written assignments or tests, or a portfolio of previous work performed; and
- supplementary evidence, which is additional evidence presented to assessors to support an applicant's claim of competence. This could include reports from supervisors, colleagues and/or clients, testimonials from employers, work diaries, evidence of training, and;
- other documents as requested by the institute.

a) Assessment of Application

Once the Compliance Manager has received the completed *Form* and supporting document, they will determine if the Credit or RPL can be granted.

b) Recording Decision and Informing Student

If the Compliance Manager assesses that Credit and RPL will be granted, they will need to demonstrate and document the rationale for their decision. The student will be informed in writing the application outcome. This will be recorded in the student management system (SMS).

6. Appeals

If the student is not satisfied with the institute's decision, they can appeal the decision under the Student Complaints and Appeals Policy and Procedure.

Any appeal application must be lodged in writing or by other methods as agreed between the institute and student, within 10 business days of the student being informed of the decision.

7. Review

This policy and procedure will be reviewed once every two years or earlier, if required.