



New England College is the trading name of **New England Institute of Technology Pty Ltd**

RTO No: 31943 | CRICOS No: 03113M | ABN: 40 135 331 494

**Course Credit and Recognition of Prior Learning (RPL)
Policy and Procedure**

Version: 5

Date: November 2022

Status: Published



Copyright

Copyright © 2022 New England College (NEC). All rights reserved.

Disclaimer:

The information contained within this document is the property of NEC, which is confidential and protected by international copyright laws and any unauthorized use of this document or its contents may violate copyright, trademark, and other laws. No part of this document may be photocopied, reproduced or translated in any form or by any means, or stored in a retrieval system or transmitted electronically or otherwise, without the prior written consent of NEC.

Location

Melbourne Campus

Level 5, 190 Queen Street

Melbourne, VIC Australia 3000

Postal Address

PO Box 7185

East Brisbane, QLD Australia 4169

Document Control

Version History

Version	Date	Description
V1.0	01.02.2016	Policy defined and created
V2.0	01.07.2017	Minor updates
V3.0	30.03.2020	Full review to ensure updated to meet industry requirements
V4.0	3.12.2020	Full review under new management to ensure compliance to industry requirements
V5.0	4.11.2022	Update of minor details including address

Review Process: This policy shall be reviewed annually in compliance with education industry standards including the Standards for Registered Training Organisations (SRTOs) 2015, the ESOS Act 2000 and the National Code of Practice for Providers of Education to Overseas Students 2018 and the ELICOS Standards 2018.



Contents

Purpose	4
Scope	4
Policy Statement	4
Definition	4
International Students	6
Procedure for Credit Transfer	7
Recording of RPL/Credit Transfers	7
Complaints and Appeals	7



Purpose

This policy outlines the principles for awarding Recognition of Prior Learning (RPL) or Credit Transfer (CT) towards units of competency and qualifications delivered by New England College.

Scope

All units of competency and qualifications offered by New England College. This policy applies to all students of New England College seeking to apply for course credit and/or recognition of prior learning.

Policy Statement

RPL is assessed on the basis of equivalent learning outcomes or competencies. Assessments will be evidence-based and the Academic Team will determine a variety of methods and instruments to establish equivalence.

To be eligible for Credit Transfer, previous study of the exact same unit code and name or an equivalent unit must have been completed by the student.

Definition

Recognition of Prior Learning is the process of recognising an individual's current skills and knowledge, which were attained through prior experience, and/or learning demonstrated by:

- Previous study of either a formal or informal nature
- Work experience
- General life experience
- Any combination of the above.

Credit Transfer is the process by which the New England College accepts and provides credit to learners for completed units of competency that are demonstrated by:

- AQF certification documentation issued by another RTO
- AQF authorised issuing organisations such as University, OR
- Authenticated VET transcripts issued by the Registrar.

Recognition of Prior Learning is the recognition of verifiable skills, knowledge and competencies acquired other than from an Australian college or TAFE college, Registered Training Organisation or equivalent, to avoid duplication of learning where the previous learning is recognised as equivalent to NEC study for credit towards the course, and/or the previous learning is recognised as equivalent to standard prerequisite qualifications for a course.

Credit Transfer/ Course Credit is the exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

Responsibility for Implementation: The CEO of New England College is responsible for the development and oversight of this policy and procedure.



Procedure for RPL

- Students can contact the New England College Assessor/ Marketing Officer for information on the RPL process.
- To apply for Recognition of Prior Learning students will need to complete the Course Credit/RPL form and attach the supporting evidence.
- Unsuccessful applicants have the right to formally appeal the RPL assessment through the New England College Complaints and Appeals Process.

Step by Step Process for Recognition of Prior Learning:

- Students /parents must read the course outline to ascertain if course credit/ RPL is applicable.
- Students should request a meeting with the course trainer/assessor.
- If as a result of the meeting it is agreed RPL/course credit may be applicable, the student is to complete the Recognition Of Course Credit /RPL' application form.
- Students must gather and collect evidence and attach to the form, and lodge with student services. Evidence being original/certified certificates, evidence of experience by a recognised trainer or tradesperson, copies of assessments. Incomplete forms should not be accepted.
- The college should check the authenticity of qualifications with ASQA, particularly if the RTO who issued the qualification is no longer registered.
- The assessor must refer to the course structure and unit/subject offerings and determine IF course credit / RPL granted will affect the duration of the course for that student and note on the form.
- The Academic Manager will approve or not approve the application and advise the student in writing of the outcome including reasons.
- Students / Parents / Legal Guardians must sign a formal acceptance if course credit/RPL is granted and this is to be kept on the students file.
- If course credit/RPL changes the student's COE duration, students are to be advised in writing to contact DHA with their new COE.
- The student training and assessment plan will be amended accordingly.
- Decisions will be made within 4 weeks of lodgement.
- If course credit/RPL is granted after the student's visa is granted, the change of course duration must be reported to DET via PRISMS within 31 days after the event as specified under Section 19 of the ESOS Act, unless the student is under 18 years old in which PRISMS must then be updated in 14 days.



International Students

New England College is required to adjust the duration of a course for an overseas student if that student already has the skills and knowledge to complete assessment without attending training, while still ensuring that minimum course registration requirements are adhered to.

If the course credit granted will not affect the duration of the course, New England College will record the course credit in the student's file and no further action is required.

If the course credit granted will affect the duration of the course, New England College will record a change of course duration on PRISMS. The college will utilise the Student Course Variation (CSV) function and indicate that the student has requested a change to the existing enrolment. The college then chooses 'transfer student into same course' and changes the end date of the course. This will result in the creation of a new CoE (with the new revised end date) and the cancellation of the original CoE.

Evidence of the procedure followed will be kept on the student's file along with the student's acceptance.

Records of course credit/RPL assessment and decisions will be retained for 2 years after the student ceases study.



Procedure for Credit Transfer

- Students can contact the New England College Assessor or Administration Officer for further information on the credit transfer process.
- To apply for credit transfers student will need to complete the form and attach their supporting evidence i.e copy of previously completed AQF qualifications/ statement of attainment from previous provider where the student undertook their studies.
- New England College will contact the RTO for further authentication of the transcripts provided by the student.
- New England College may directly view a USI transcript online via the USI transcript Service (www.usi.gov.au) for any student who has activated permission for them to do so in the USI Registry System.
- Where the student cannot provide a copy of the statement of attainment or certificate of previously completed qualifications but authorises New England College to contact the previous RTO to obtain the certificate/statement of attainment, New England College shall do so only after the student signs and provides the authorisation form to New England College.
- The Academic Manager shall grant the credit transfers and record the results in the credit transfer form and inform the administration officers to maintain the evidence provided by the student along with the credit transfer form in the administration file.

Where assessment of an applicant's prior learning establishes that it is equivalent to a unit which can contribute to completion of the course, they will be given credit for the unit rather than RPL. This refers to the applicant having completed the exact unit name and code and attaining a credit transfer to avoid duplication of learning.

- Students are required to sign or accept a record of course credit granted.

New England College will adjust the duration of a course for an overseas student if that student already has the skills and knowledge to complete assessment without attending training, while still ensuring that minimum course registration requirements are adhered to.

Recording of RPL/Credit Transfers

The granting of entry to courses on the basis of RPL/Credit is to be:

- Recorded on the Student management System (TEAMS);
- Reported to the Trainer and Assessor for the course;
- Reported to the Admissions Department

Complaints and Appeals

Appeals against credit assessments and admission decisions may be made in accordance with the New England College Complaints and Appeals Policy.

A full copy of the policy can be found at www.nec.edu.au or in the Written Agreement/Student Contract.