

Australian College of Business Intelligence

Recognition of Prior Learning and Credit Transfer Policy

Policy and Procedures Manual

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Issue History

Date	Revision Details
8/6/18	Initial Policies based on changes of the National Code 2018
21/03/2019	Revised policies

1. Introduction

The Australian College of Business Intelligence acknowledges that students may have prior knowledge, skills and experiences from education or work experiences before enrolling into the College. The College will endeavor to cater to any prior education or experiences undertaken by students and attempt to grant any transfer credits.

2. Definitions

Australian Qualifications Framework (AQF)	National policy for regulated qualifications in education and training in Australia
Course Credit	Exemption from enrolment in a particular part of the course due to previous study, experience or recognition of a competency such as academic credit and recognition of prior learning
Credit Transfer	The College's recognition of course credit for students and their competent units under the AQF and issued by the RTO or AGF
National Code 2018	Refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018
Recognition of Prior Learning	Recognition of existing skills and knowledge from prior study or life experiences against the skills and knowledge required in the elements of a particular course unit offered at the College

3. Credit Transfer

Students who have studied prior to enrolling into the College and have succeeded in completing one or more subjects that overlap competencies offered by ACBI, then students are eligible to apply for credit transfer. Students must provide evidence that it is an AQF qualification and a statement of attainment is issued by other VET or non-VET training institutions. ACBI also recognises any qualifications from other RTOs. To apply for a credit transfer, students need to submit any certified copies in conjunction with the Credit Transfer Form.

If the student is ineligible for Credit Transfer then they may alternatively consider Recognition of Prior Learning.

4. Conditions for RPL and Credit Transfers

- i) All documentation is provided and submitted to be honest and truthful
- ii) All RPL and Credit Transfer documentation have been submitted to the College at least six weeks before the course begins or with the course application
- iii) Pay the RPL or Credit Transfer Fees for applications to become valid, however no Credit Transfer fees need to be paid if the above submission of documentation has been lodged in time
 - RPL Fee = \$300 per unit of competency
 - Credit Transfer = No fee
- iv) If upon request the College requires further documentation of the student's application then this documentation must be provided within seven days
- v) Students will receive a written notification indicating the success of the application within 21 days of submission
 - If successful then the student must sign and return the notification back to ACBI
- vi) Successful RPL and Credit Transfers will lead to a shortened course duration in which the College is required to convey this to the student and alter the CoE to a reduced duration of course
 - If the success for an RPL or Credit Transfer occurs after the College has already granted the student a visa then the College will need to adjust the shortened course duration on their CoE
 - A CoE fee must be paid and alterations must be updated in PRISMS
- vii) The College has the right to refuse any RPL application before course commencement
- viii) RPL and Course Credit will be recorded and filed under the student's management system for the next two years until the student is no longer a student
- ix) Decision to assess prior learning or course credit is under the integrity of the award and complies with the requirements of the course's educational framework

5. Deciding the Approval of a RPL and Credit Transfer

Originals from Australian Accredited Institute	<u>If competencies are equivalent</u> <ul style="list-style-type: none"> - Credit transfer will be approved and students will sign and return Credit transfer approval
	<u>If competencies are not equivalent</u> <ul style="list-style-type: none"> - The College will review and evaluate application - If evidence is sufficient then the RPL will be approved and student must sign and return the RPL approval

<p>Translated copies received by VET Academic Management</p>	<ul style="list-style-type: none"> - Application will be evaluated and if there is sufficient evidence sufficient then the RPL will be approved and student must sign and return the RPL approval - If the evidence is not sufficient then the RPL is not approved
<p>For untranslated copies</p>	<ul style="list-style-type: none"> - Copies will be translated - Application will be evaluated and if there is sufficient evidence sufficient then the RPL will be approved and student must sign and return the RPL approval - If the evidence is not sufficient then the RPL is not approved

