



**HALLMARK
INSTITUTE**

**RECOGNITION OF PRIOR LEARNING AND
CREDIT TRANSFER**

POLICY AND PROCEDURES

Document ID	Recognition of Prior Learning and Credit Transfer Policy and Procedures
Related Documents	<ul style="list-style-type: none"> - International Education Agent Management and Engagement Policy and Procedures; - International Student Transfer Between Registered Providers Policy and Procedures; - Student Complaints and Appeals Policy and Procedure; - Language, Literacy and Numeracy (LLN) Policy and Procedures; - Privacy and Data Protection Policy and Procedures; - International Student Fees and Refund Policy and Procedures; and - Academic Systems Integrity Framework;
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References and Legislation	<ul style="list-style-type: none"> - Education Services for Overseas Students Act 2000 (Cth); - Education Services for Overseas Students Regulations 2001; - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018; - Standards for Registered Training Organisations (RTO) 2015 - AQF Qualifications Pathways Policy

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RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY AND PROCEDURES

1 Purpose

This policy and its related procedures outline how Credit Transfer ('CT') from prior formal academic accomplishments, and Recognition of Prior Learning ('RPL') from non-formal or informal learning are recognised at Hallmark Institute (the 'Institute') in conformance with:

- a) Comply with the relevant standards of National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 ('the National Code 2018');
- b) Comply with the relevant standards of the Standards for Registered Training Organisations (RTOs) 2015.

2 Scope

- 2.1** The Recognition of Prior Learning and Credit Transfer Policy and Procedures applies to staff, students, employers, clients, and potential students, and is used across all products on the Institute's current scope of registration.
- 2.2** It should be noted that the procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other policies or under statute or any other law.
- 2.3** This document should be read in conjunction with other related policies.

3 Policy Statement

- 3.1** In accordance with the Australian Quality Training Framework, the Institute recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs)
- 3.2** All students are made aware of the ability to apply for course credit via RPL/ CT application throughout the recruitment and selection process. This is supported with information provided in the Student Handbook and the student orientation.
- 3.3** Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling.
- 3.4** Students who have completed a Nationally Recognised qualification / unit of competency that have the exact same code as a unit of competency in a qualification the student is currently enrolled in at the Institute will be eligible for credit transfer for the particular unit(s) of competency.

4 General RPL and CT Principles

The Institute uses an objective, non-discriminatory, transparent, and systematic process to evaluate and grant recognition of prior learning and credit transfers for qualifying students. Recognition of prior learning and credit transfer processes are designed to ensure all relevant legislation and regulatory requirements are met, records maintained, and the prospective student is well informed and receives a high level of customer service and support throughout the entire process.

General principles that underpin RPL and CT processes are;

- 4.1** The aim of granting RPL / CT is to reduce the amount of learning required to achieve a training package qualification or VET accredited course by acknowledging an individual's skills, knowledge and/or experience acquired through formal, non-formal and informal learning
- 4.2** All learners at the Institute are entitled to apply for RPL / CT in the course or qualification in which they are currently enrolled. It is recommended that the application for RPL / CT be made during or as soon as possible after enrolment
- 4.3** Information on RPL / CT is available to all learners and prospective learners of the Institute as part of the enrolment process
- 4.4** The smallest educational unit granted through RPL / CT is a unit of competency
- 4.5** The Institute does not issue a testamur or transcript for an identical qualification awarded by another Registered Training Organisation (RTO)
- 4.6** Eligibility for RPL / CT does not provide guaranteed entry into a course at the Institute
- 4.7** Assessment evidence for RPL is recorded in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015
- 4.8** Learners are provided CT for a unit/s of competency previously completed in another training package qualification or VET accredited course, provided they meet the requirements of the packaging rules of any subsequent enrolment in a course or product
- 4.9** Applicants of RPL / CT can request a review of an unsuccessful outcome of recognition of prior learning application
- 4.10** RPL or CT will apply to training package qualifications and VET accredited courses that are on the Institute's scope of registration.

5 Policy

- 5.1** The Institute aims to maximise the recognition of a student's prior skills and knowledge, while at the same time maintaining the integrity and standards of the defined learning and competency outcomes of the specific course of study.
- 5.2** Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge previously attained through formal training, work experience and/or life experience. Candidates may be eligible for credit into a VET qualification based on relevant prior learning and/or experience. Recognition of Prior Learning is available on application in all VET qualifications on the Institute's scope or registration.

5.3 RPL Assessment

Recognition of skills and knowledge involved in a unit of competency attained through relevant work and/or life experiences. Credit for course unit(s) may be granted where appropriate and sufficient evidence is provided to demonstrate that learning outcomes or competencies have been previously attained, and have been retained, by the candidate.

5.4 Credit Transfer

- a) Credit transfer means the granting of course credit by the Institute to candidates for unit(s) of competency completed at the same or another registered training organisation.
- b) As a Registered Training Organisation, the Institute accepts the credentials issued by another registered training organisation based in any State / Territory of Australia.
- c) The Institute undertakes to ensure that all Certificates and Statements of Attainment issued by any other registered training organisation are accepted as valid.
- d) The candidate will be contacted within 21 days about the credit transfer application and informed of the outcome.

6 Procedure

6.1 Application and Assessment

Where a student makes application for national recognition the following procedure is applied:

- a) Student completes enrolment form and identifies a request for national recognition (RPL or CT) at time of enrolment
- b) Student Services Officer provides the student with the relevant Application Form
- c) Student completes and submits the application form with the following supporting evidence:
 - I. Certified copies of AQF qualifications and/or statements of attainment awarded
 - II. Certified photographic proof of identification.
- d) AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:
 - I. Nationally recognised training
 - II. Name of RTO issuing the AQF qualification or statement of attainment
 - III. National provider number of RTO
 - IV. Full surname and first name of the recipient
 - V. The qualification titles
 - VI. Record of results identifying the units of competency attained
 - VII. The issuing RTO is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package
- e) The Student Services Manager will then verify evidence prior to acceptance of recognition
- f) A scanned photocopy will be taken of evidence and maintained on student file
- g) To authenticate and validate the testamur, the Student Services Manager will check <http://www.training.gov.au/> website to ensure the RTO named on the testamur has the AQF qualifications and / or Statements of Attainment on its scope, if this is not the case then the Student Services Manager must follow-up with the RTO and clarify further
- h) The Student Services Manager will verify authenticity, completeness and compliance with the Australian Qualifications Framework 2011 and the VET Quality Framework
- i) On confirmation of authenticity and validity of AQF qualifications and / or Statements of Attainment, the Student Services Manager will communicate the results to the applicant and record the results in the learner database.

6.2 Recognition of Prior Learning

- a) All students will be given the opportunity to apply for Recognition of Prior Learning for industry skills or life skills, or where credit or credit transfer may apply. Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling
- b) Students wishing to apply for RPL should speak to the Student Services Manager at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience, they will need to do so within two weeks of enrolment.
- c) RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

- I. Review of Evidence including relevant Formal Qualifications.
- II. Interviews
- III. Confirmation of Testimonials
- IV. Validated Workplace Logbooks
- V. Skills/Challenge testing
- VI. Written/Oral reviews

6.3 The Steps to Apply for RPL

- a) Student requests information on RPL at enrolment (this is included on the Institute's website and Student Handbook)
- b) Appropriate qualification is identified at enrolment
- c) Appropriate competency is identified at enrolment
- d) The Student Services Manager will advise student of evidence required
- e) The student will be provided access to the course guide and details of unit competency / elements / performance criteria so they can clearly identify the learning outcomes or competencies they must apply
- f) If the student believes they have the skills and knowledge to gain recognition in the learning outcomes to industry standards which will satisfy the learning outcomes, the next step is to acquire the RPL Application form
- g) Student will then collect evidence to support their claim for RPL
- h) Once evidence has been collected, the student must book a meeting with the Student Services Manager, at this meeting they will submit the application form and evidence for RPL assessment. This process must be completed within two weeks of enrolment
- i) The RPL assessor will then analyse applicants individual experience and qualifications against appropriate learning outcomes / competency statements
- j) If claim matches learning outcomes / competencies, then full recognition is granted
- k) If claim does not match learning outcomes / competencies then further evidence will be requested, this may also involve an interview where applicant will support his / her case. Further evidence must be supplied within two weeks from application date
- l) If further evidence is not recognised or received within the additional two weeks then claim will be rejected, a letter of advice will be forwarded to applicant advising of decision either way
- m) If student wishes to appeal decision, he / she must inform the Institute in writing within 21 days of rejection letter
- n) Student may appeal decision following the complaints and appeals process
- o) Letter of advice of outcome will be forwarded to applicant within two weeks of final decision
- p) Completed RPL Application Form with attachments will be placed on the student file and results of application

q) Details of the Application and outcome will be recorded on the RPL Assessment Register.

6.4 Course Credit

- a) Application for course credit must be made by completing the Recognition of Prior Learning (RPL) Application Form indicating the competencies for which credit is sought
- b) It is the responsibility of the student applying for credit to submit documentation supporting their application. Evidence of competency may be based on prior study, including study taken overseas, in the form of test results, enrolment and attendance records, and / or letters of reference.
- c) Any supporting documentation must be a certified copy and translated in English if applicable
- d) Decisions on course credit will be notified to applicants in writing
- e) Where course credit is granted, the student will be provided with a written record of the course credit which must be accepted by the student by signing. This record will be then placed on the student file
- f) International students may make application for course credit prior to entry to a course as any credit applied will affect the duration of study required and therefore will also affect the length of the required visa
- g) Where the Institute grants the international student course credit which leads to a shortening of the international student's course, the Institute must:
 - I. If the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or
 - II. If the course credit is granted after the student visa grant, report the change of course duration via PRISMS under Standard 2 of the National Code 2018.

6.5 Credit Transfer

- a) Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by the Institute
- b) Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled
- c) Credit transfer will not be granted for units of competence or qualifications which are not included in the Institute's scope of registration
- d) Credit transfer may only be awarded for whole units of competence
- e) Students will not enrol only for credit transfer
- f) Students cannot credit transfer a whole qualification

- g) Student enrolment must include at least one other unit of competence from the same qualification for which student is participating in training or is seeking recognition (RPL)
- h) Students will be required to present true and certified copies of relevant statement of attainment or qualification Limits on RPL / CT
- i) Credit entitlements will have an impact on the structure and perhaps the nominal length of the qualification. No two cases are the same, so candidates will need to discuss their special circumstances with the Student Services Manager and the Academic Manager.
- j) Unless specifically requested, enrolled students will not be issued formal documentation of the credits at the time of notification, as these will be listed on the documentation issued by the Institute on completion of their course.
- k) It is very important for candidates to understand that they may not be successful in all that they request within their RPL / CT application. The Institute's assessors carry an obligation to be sure the applicants can currently demonstrate all aspects of the national units of competency applicable.

7 Unsuccessful Applications for RPL / CT

- 7.1** If the RPL / CT application is unsuccessful, the student will be required to pay the full tuition fee in the Competency / module as part of the enrolment process
- 7.2** Students who have previously failed a module / competency will not be considered for RPL / CT unless their application is supported by further documentation.

8 Appeals

- 8.1** An applicant who is dissatisfied with a decision regarding an application for RPL or CT may lodge a written appeal with the Principal of the Institute.
- 8.2** A student who is dissatisfied with the decision of the Principal has the right of appeal only on the grounds that this policy has not been followed.
- 8.3** An appeal will be conducted as set out in the Institute's Student Complaints and Appeals Policy and Procedure.
- 8.4** A decision of the Grievance Committee is final.
- 8.5** If a student is not satisfied with the outcome, an external appeal may be conducted.

9 Conduct of Staff

Staff must conduct themselves with integrity and honesty. All Hallmark Institute communications must comply with Australian Law and all applicable education legislation.

10 Implementation

Hallmark Institute will:

- a) Ensure that staff engaged in student recruitment activities are fully trained in the requirements of the ESOS Act

- b) Ensure that each new staff member's personal induction plan will contain sufficient and appropriate information regarding international students and the ESOS framework for the position
- c) The Institute is committed to ensuring that its staff remain current with the ESOS framework including any updates, and as a result, ESOS training for existing staff will be held on a regular basis
- d) Ensure that all agents have up to date course information.

11 Confidentiality

- 11.1** All information relating to students regarding recognition of prior learning and credit transfer will be treated as confidential and in accordance with the Institute's Privacy and Data Protection Policy and Procedures.
- 11.2** The Institute will maintain confidentiality to ensure that:
 - a) No information will be released without the agreement of the individual or group involved.

12 Appeals

- 12.1** If the student is not satisfied with any decision relating to recognition of prior learning and credit transfer, the student has the right to appeal the decision in accordance with the Student Complaints and Appeals Policy and Procedures. In this event, the Institute will maintain the student's enrolment in the course or courses in which he or she is enrolled to study until the appeals process is completed.
- 12.2** An appeal must be lodged in writing to the Student Support Manager within 20 working days from the date of the decision was taken.
- 12.3** The appeal should include the following details:
 - a) the student's full name (family/surname and first name), student number and contact details,
 - b) the nature of the decision or matter being appealed,
 - c) the basis for the appeal,
 - d) details of the specific outcome sought by the student, and
 - e) copies of all relevant documents.

13 Further Information and Assistance

- 13.1** Students should seek clarification on any aspects of this Policy and its related Procedures prior to accepting an offer of admission made by the Institute.
- 13.2** Student assistance is available by contacting Institute Reception or Student Support.
- 13.3** Students may make an appointment with the Student Support Manager for assistance with their request relating to this Policy and its related Procedures.
- 13.4** Contact details for the Institute are outlined as follows:

Phone: +61 2 9066 6903

Address: Suite 603, Level 6
2 Meredith Street,
BANKSTOWN NSW 2200

Email: admin@hallmarkinstitute.edu.au

NOTE: For definitions and explanation of the terms used in this policy and procedures, please refer to the document titled '*Glossary of Terms.*'