

### **Purpose**

This procedure describes the processes whereby The Coaching Institute (TCI) controls and manages applications for recognition of prior learning from students seeking recognition of prior learning and/or credit transfers for courses offered by TCI prior to enrolment.

### **Scope**

This procedure applies to all persons employed by or contracted to TCI for the provision of training and assessment services and students intending to apply for RPL or Credit Transfer prior to enrolment in TCI training programs.

### **Responsible parties**

The Compliance Manager is responsible for the management, control and issue of this procedure.

### **Definitions**

**Recognition of prior learning (RPL)** - An assessment process that assesses an individual's relevant prior learning (including non-formal, informal and formal learning) to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards to determine the credit application.

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, recognised prior learning or advanced standing.

**Credit transfer (CT)** – 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.

### **Procedure**

(see flow chart attached)

All students enrolled in training with TCI are offered RPL/CT prior to commencement of studies and at the Foundations of Coaching Success (FOCS) training. Student Support is to ensure that students are aware of the process and acknowledge this at their Personal Success Planning Session.

Students requesting RPL/CT are to advise Student Support within 28 days of completing FOCS of their intention to apply for RPL/CT. Student Support will forward to the student:

- TCI's policy RTO 1 – Recognition of Prior Learning and Credit Transfer,
- Form F-01 Application for Recognition of Prior Learning and
- Self Evaluation Form (depending on course enrolled)

Once the student has completed their application, self evaluation and portfolio of evidence, this, together with payment of fees and completed documentation must be returned to student support for processing.

A TCI assessor will be appointed to review the application and schedule an interview/oral questioning session with the student. On completion of the interview session the student will be advised of the level of competence to be transferred into a qualification.

If at this point the student is deemed not yet competent and the assessor requires further evidence, the applicant may be requested to participate in formal testing. This may involve written and or verbal assessment to assist in determining performance outcomes.

Students will be required to complete training if a not yet competent determination is made.

### **Fees**

An assessment fee of \$300.00 per unit of competency is charged for RPL and is payable on application.

There is no charge for credit transfer although applicants should be reminded that unsuccessful credit transfer may lead to RPL assessment (on advice from the assessor and at the student's request) and incur an assessment fee of \$300 per unit of competency.

On completion of assessment the student is to be advised of the outcome in writing and administration directed to amend the student's records accordingly, placing a copy of the determination and application form and the evidence portfolio on the students file.

### **Information for students**

Although recognition of prior learning may be granted for an individual unit of competency, the course programs are delivered in a holistic fashion. Therefore, students are expected to participate in every session unless RPL/CT has been granted for the full qualification.

If a full qualification is granted, the student will not be required to attend the training and the associated course fees will be deducted from the total course investment.

For the National qualifications that are within TCI's scope, credit will only be considered for qualifications held by students containing units having the same code and unit descriptor as required in TCI's delivery of the relevant qualification or equivalent as listed in the Training Package. This is because specific units are delivered throughout our program as an integral part of that program.

### **Appeal**

Students who are not satisfied with the assessor's determination of their RPL/CT application may appeal against the decision by accessing TCI's complaint resolution procedure.

### **Review**

This document and the procedures resulting from the implementation of this policy will be reviewed annually as determined in the Risk Review Schedule.

References:

^ <http://www.aqf.edu.au/wp-content/uploads/2013/06/Credit-Transfer-Explanation.pdf>

<u>Legislation Name</u>	<u>Legislation No.</u>	<u>Description</u>
Standards for RTO 2015	Clause 1.12	The RTO offers recognition of prior learning to individual learners.
Standards for RTO 2015	Clause 3.5 Provide credit prior studies	<p>The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:</p> <ul style="list-style-type: none"> <li>• AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or</li> <li>• authenticated VET transcripts issued by the Registrar.</li> </ul>

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CEO

**Procedure (cont) Flow Chart**

