RPL and Credit Transfer Policy

Purpose

The policy provides a platform upon which decisions can be made, by responsible staff engaging with potential and current students is responsive to the individual needs of clients who have prior skills, either to formalise, previous training, voluntary work or just life in general. I.G. Institute will provide an opportunity for those wishing to have prior learning recognised may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification. You can then complete the rest of the qualification with any additional training.

I.G Institute ensure to make options available for all students to go through an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

I.G. Institute recognises that students may come to it with knowledge, skills and abilities from formal education or work/life experiences. I.G Institute offers students the opportunity to apply that education or experience to the course they wish to undertake. This policy guides the College in determining how prior learning and credit transfers are to be assessed, granted and applied

Policy

1. I.G Institute ensures to employ a fair and equitable Recognised of Prior Learning and Credit Transfer Policy
2. I.G Institute will ensure to provide student with the opportunity to recognise prior skills, experience and/or qualifications that a student has gained, these experiences could have been gained through;
    2.1. Employment
    2.2. Pervious formal training
    2.3. Life experiences
3. I.G Institute requires for student who wish to have their prior skills, experiences and/or qualifications to be acknowledge to filling out an RPL/ Credit Transfer application which can be found on our website, submit the completed application form to Student Services and make payment for the application in accordance with our Fees Structure.
    3.1. together with the application I.G Institute requires the student to submit evidence document to support their application
4. I.G Institute requires student wishing to apply for RPL, may do so 6 weeks prior to commencement of their chosen course.
5. I.G Institute will ensure to process all application within a timely manner, if the college requires additional information. That information should be returned to the college within 7 days of the student receiving request from the college via email.
6. I.G Institute ensures that it will recognise all qualification and Statement of Attainments that are issued by another Registered Training Organisation
7. I.G Institute requires student who have successfully completed complete qualifications or units with a qualification within a period of no more than two years from another Registered Training Organisation can apply for a Credit Transfer, by filling out an RPL/ Credit Transfer application which can be found on our website, submit the completed application form to Student Services and make payment for the application in accordance with our fees structure.
    7.1. Together with the application I.G Institute requires the student to submit evidence document to support their application
8. I.G Institute requires student wishing to apply for Credit Transfer, may do so 2 weeks prior to commencement of their chosen course.
9. I.G Institute Academic Manager will ensure that they will carefully assessment skill, experience and map the knowledge and skills to the Units of Competency within the chosen qualification for recognition to be granted.
10. I.G Institute ensure to conduct student in writing via email of outcome of Recognised Prior Learning within 21 days of receipt of application, a Credit Transfer outcome within 7 days of receipt of application.
11. I.G Institute ensure that all RPL and Credit Transfer outcomes will be recorded within the college's RPL/Credit Transfer Register

Policy History

Current Version	Current Version Release Date	Author	Description of Changes
V1.0	October 2017	Sally	Created
POL.V2.0RPLCT	July 2020	Sofia Soumboulidis	Amendments • Format, wording, added points • Separated procedure from policy • Footer, header • Policy history, Added Purpose of the policy