

POLICY 15

Credit Transfer (CT) and Recognition of Prior Learning (RPL)



DATE LAST REVIEWED:	New
DATE OF THIS REVIEW:	16 May 2018
REVIEWED BY:	Tom Floyd
APPROVED BY:	Peggy Millios, Peter Millios
RELEVANT STANDARDS:	1.12, 3.5
POSITION DESCRIPTION(S):	Chief Executive Officer (CEO) Principal Compliance Officer Educator
REFERENCE MATERIAL:	Standards for Registered Training Organisations (RTOs) 2015 Recognition of Prior Learning Application Form Credit Transfer Application Form

SCOPE / PURPOSE:

Credit transfer is a process that provides students with agreed and consistent credit outcomes for a qualification or components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of Prior Learning (RPL) is a form of assessment of a student's competence. RPL uses evidence from formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO. This evidence is often combined with assessment activities sometimes known as 'challenge testing'. As such, RPL must be conducted with the same rigour as any other form of assessment.

POLICY DETAILS:

1. Paraskevi International Centre of Hairdressing Excellence ("Paraskevi") will provide a user friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous and/or current training, work and/or life experience.
2. The underlying principle of recognition is that no individual should be required to undertake a unit of competency through course work for which they are able to demonstrate the required competency standard for entry into, and/or partial or total completion of a qualification.
3. Assessment of an application for recognition shall be undertaken by a qualified assessor who has completed the current Certificate IV in Training and Assessment and who has the vocational competencies in the unit/s they are assessing the candidate's competency against.
4. Upon enrolment and during the initial interview, candidates will be advised of the opportunity to apply for CT and/or RPL and will be directed to the appropriate Application Form, and the six (6) step recognition process will be explained to them. The six (6) step recognition process is:
 - a. Completion of the CT/RPL Application Form
 - b. Candidate self-assessment
 - c. Collection of evidence (Third Party Verification, Resume, Supporting documentation)

- d. Competency conversation with an appropriately qualified Paraskevi assessor
 - e. Making and documenting the assessment decision
 - f. Advising the candidate of the outcome
5. Where the outcome of the RPL is not successful, and the candidate disagrees with the outcome, they should in the first instance try to resolve the matter informally with the assessor. Where this is unsuccessful, the candidate should be directed to the Complaints and Appeals Policy, and advised that should they wish to submit an appeal, it must be completed and submitted to the Principal within seven (7) working days.
 6. The candidate will be required to pay for an RPL to be completed. The cost of the RPL is:
 - a. SHB20216 Certificate II in Salon Assistant - \$50.00 per unit
 - b. SHB30416 Certificate III in Hairdressing - \$50.00 per unit
 - c. SHB30516 Certificate III in Barbering - \$50.00 per unit
 7. Regardless of the RPL outcome, there is to be no refund. Should the candidate wish to disagree with this policy, they are to be referred to the Complaints and Appeals Policy and advised that an appeal must be completed and submitted to the Principal within seven (7) working days.
 8. Should a candidate be eligible for Credit Transfer for 100% of the qualification, an administrative fee of \$100.00 will apply. If the candidate is eligible for CT for a portion of a qualification, the CT will be completed at no cost and the candidate will pay the RPL rate above for the balance of the units, or complete the Learning and Assessment pathway to gain the qualification.