



Australian College of Culinary and Management

ACCM

Australian College of Culinary and Management Pty Ltd (ACCM)

RTO-45886-CRICOS-04038J

RPL and Credit Transfer Policy and Procedure

ESOS/NCP	<ul style="list-style-type: none"> • ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students • The National Code 2018: Standard 2
SRTOs 2015	<ul style="list-style-type: none"> • Standards 2 Clause 3.5 • http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html
Legislative Context	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 (Cth) • Standards for Registered Training Organisations (RTOs) 2015 • Education Services for Overseas Students (ESOS) Act 2000 • Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning
Related Policies and forms	<ul style="list-style-type: none"> • Credit Transfer Form • Assessment Policy & Procedure • Admission and enrolment policy and procedure • Course Completion within Expected Duration Policy and Procedure • Complaints and Appeals Policy and Procedure

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1. POLICY

ACCM Pty Ltd **RTO-45886-CRICOS-04038J** will that the recognition of RPL and grant of Credit requirements are honored by the student and ACCM .With reference to the Clause 3.5 of RTOs; ACCM 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:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organization, or
- Authenticated VET transcripts issued by the Registrar.

With reference to Std.2 of NCP 2018; ACCM will ensure the decision to assess RPL or grant course credits maintains the integrity of the qualification and complies with the requirements of the educational framework of the course. When granting RPL or course credits, registered providers will need to give a written record for the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2. PURPOSE

Purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

3. SCOPE

This policy and procedure apply to all the courses on college's scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students of ACCM who seek recognition for learning previously gained through formal, non-formal and informal learning, and work experiences.

4. DEFINITIONS/ ABBREVIATIONS

Recognition of Prior Learning (RPL): means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

Credit Transfer: means transfer of credits from units of competencies achieved in formal and nationally recognised education and training systems to equivalent units of competencies, satisfying the required competency standards.

Credit: Exemption from enrolment in a part of the course because of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

Units of Competency means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

5. REQUIREMENTS

ACCM 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 AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or Authenticated VET transcripts issued by the Registrar.

- 1) Information regarding Credit Transfer must be included in the information given to students prior to enrolment;
- 2) All staff must be provided with information about the Credit Transfer process and assist students in completing applications;
- 3) Applicants must apply for credit transfers at the time of applying with application form using the 'ACCM CREDIT Transfer Form';
- 4) Applicants must present the original documents of Statement of Attainment or qualification from the issuing provider so that the unit/s presented for credit transfer can be verified against the unit/s proposed to be delivered by ACCM. Statements of Attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework (AQF);
- 5) Credit will be provided only for those units which are equivalent to the units delivered at ACCM . No other units will be considered from the training package of the qualification;
- 6) Documents will be verified with the issuing RTO for the authenticity of the documents. Following are various means of verification of authenticity of the CT documents which are currently recommended in the industry (referred by Velg).
 - By contacting the RTO or the provider to verify the authenticity of the documents by email. The consent of the student will be taken in the ACCM Credit Transfer form;
 - If the RTO has shut down, the verification will be done on the USI Provider Administrative Portal the consent is taken for this in the credit transfer form;
 - If the student is not on the USI Portal which can be a possibility if the Credits are before 2016 then we can ask the student to provide the evidence as in some "Competent" Student Assessments for that course/qualification.
 - The RTO can also write to ASQA and ask them to verify the documentation, but this should be the last resort as they are extremely busy and may not be able to reply in the given timeframe.
- 7) In case of Internal Credit Transfer (Credit of units from one qualification delivered at ACCM into another qualification delivered at ACCM) there are no requirement of the student to complete the ACCM Credit Transfer Form. The credit shall be applied internally in the student management system and a record will be maintained on the student management system. However, Certificate/Statement of Attainment/ Record of Results must be issued by ACCM to apply this internal credit grant.
- 8) ACCM does not charge any fee for issuing credit transfers.

Applicants have the right to access ACCM complaints and appeals process if they are not satisfied with the outcome decision of the Credit Transfer process.

6. PROCEDURE

- 1) The Applicant must apply for Credit Transfer/RPL right at the application stage.
- 2) Applicants applying for Credit(s) must complete the 'ACCM Credit Transfer Form'. This form will be submitted with the Original Award/Certificate or Statement of Attainment to the Student Admissions Department.
- 3) If the student is been recruited by an Education Agent, then the following is to be established:
 - The CT documents preferably stamped and initialed by the recruiting agent;
 - The CT documents with sighted original stamp and initialed by the agent;
 - The CT documents with company stamp and an email stating that the CT documents have been sighted and verified.
- 4) If the student is a Walk-in student then, the admissions department will sight the Original document and stamp Original sighted and initial this with date.
- 5) Admissions department will:
 - Assess the application as per the procedure and check the Credit Form for processing the CTs;
 - Verify the CT units with the 'Credit Transfer Unit List for different qualifications' as required;
 - Forward the duly completed Credit transfer form and the working sheet to Course Coordinator for checking the Timetable duration and the recommended fees. In absence of Course, Coordinator this will be processed by student administration;
 - Course Coordinator verifies the working sheet for CT's and would calculate the course duration and proposed fees. The recommendations would be entered on the Credit Form.
 - The form would be forwarded to the Quality & Compliance Manager for final sign off. In the absence of Q&C Manager, the approval can be taken from the student administration.
 - For the CT offer letters, the time table, duration and the fees can be calculated immediately and then a Letter of Offer can be issued with a condition -" This offer is subject to verifying the authenticity of the Credit Transfer documentation provided by the student to ACCM.'
 - In between the time of the Letter of Offer and the issuance of Coe, ACCM will verify the authenticity of the CT documentation.
- 6) If credit transfer is being sought for a unit of competence that has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought by the Student administration.
- 7) If the units are not equivalent or identical as indicated by the mapping guide, the applicant should be referred for Recognition of Prior Learning (RPL).
- 8) If the student does not agree with the decision about course credit, the student may lodge an internal appeal.
- 9) The CoE is generated according to the approved duration and fee by the Admissions officer. Any course duration reduction because of a Credit transfer granted to students must be indicated on the Confirmation of Enrolment stating, "Since the student has availed CT/RPL from his previous studies, there is a variation in course duration and the fees' '.

- 10) Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer are placed in the student Admissions file.
- 11) Granting of Credit Transfers is recorded as a unit outcome in the student's profile on the student management system.
- 12) After the commencement of the course, if the student claims for any further Credits, the CT's will be recognised as per ACCM 's Policy and Procedure. However, the Letter of Offer and the CoE will not be revised. The student will be exempted from the scheduled classes of the CT units and would not be required to submit any assessments for the same.

7. RESPONSIBILITY

The Admissions Officer/s, Course Coordinator, Student administration, Quality and Compliance Manager and CEO are responsible for ACCM 's adherence to the National Standards for Training Organisations and ESOS/NCP2018.

8. REVIEW DATE

12 months from the date of this version, or as required.

For more information please ACCM website- <https://www.accm.vic.edu.au/policies>

9. VERSION HISTORY

Version	Date	Reason for upgradations	Approved By
1.0	Oct 2021	Initial document	CEO/Director
1.1	August 2022	Updated on registration	CEO/Director