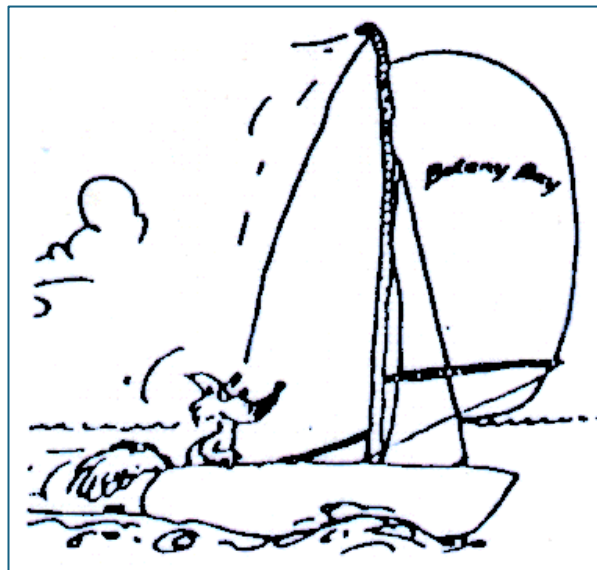




# Sailingworld Pty Ltd

ACN:092 478 718



## POLICY AND PROCEDURE RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



# RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

## PURPOSE AND SCOPE

**1.1** The Recognition of Prior Learning and Credit Transfer Policy specifies the Sailingworld requirements for the granting of recognition of students' prior learning. This includes the types of learning that may be recognised, the procedures for recognition and the types of recognition that may be granted. Types of recognition include credit transfer, recognition of prior learning and assessment only pathways.

**1.2** This Policy applies to current and prospective students of Sailingworld seeking recognition towards qualifications and units.

## POLICY STATEMENT

**1.3** Sailingworld is committed to maintaining the integrity of its qualifications and units and protecting the standards of the awards. Sailingworld will recognise prior learning, and grant recognition for that learning, provided it is relevant, current and equivalent to the learning required for each accredited unit of competency, and in accordance with this Policy

**1.4** In the granting of recognition, there is due regard for the academic standards of Sailingworld equity principles, promptness in processing applications and consistency of application of the Policy.

**1.5** Credit Transfer (CT), Recognition of Prior Learning (RPL) and Assessment Only (AO) will be made available for all qualifications and units in Sailingworld's scope of registration.

## PRINCIPLES

**1.6** Sailingworld recognises formal learning (from acquisition of knowledge and skills), as well as non-formal and informal learning (from work/life experience, attitudes and aptitudes) that all students may bring to their learning experience.

**1.7** Sailingworld complies with the Standards for Registered Training Organisations (RTOs) 2015. Sailingworld implements an assessment system that ensures that assessment (including Recognition of Prior Learning):

- Complies with the assessment requirements of the relevant training package or VET accredited course; and Equitable, transparent and accountable; and
- Is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

Recognition may be granted to a student based on studies undertaken elsewhere or work experience to partially fulfil the requirements of any course or unit offered by Sailingworld.

**1.8** Determining equivalence in order to determine RPL and AO pathway decisions requires academic judgement based on appropriate evidence of prior learning provided by the student.

**1.9** RPL is granted via an assessment process. RPL assessment will be:

1. Evidence and outcome-based;
2. Equitable, transparent and accountable; and
3. Subject to quality assurance comparable to the relevant assessment practices at Sailingworld



**1.10** Credit Transfer (CT) is granted for units of competency completed at Sailingworld or other registered training organisations. An applicant must provide evidence, by way of AQF certification, to support the claim for CT.

**1.11** Assessment Only (AO) Pathway is an option offered to students who have the required and current industry experience of five years and who cannot provide the documentary evidence which is applicable to an RPL application.

**1.12** Giving recognition should not compromise the integrity of qualification outcomes. Recognition will only be granted if:

1. It maintains Sailingworld's standards and is within the requirements of this Policy; the Admissions Policy and specific admission requirements;
2. Students granted such recognition are not disadvantaged in achieving the expected learning outcomes for the course or unit; and
3. The integrity of the qualification or unit are maintained.

**1.13** Sailingworld may grant recognition to prospective or current students upon enrolment. Students are encouraged to apply prior to commencing studies. Students cannot retrospectively apply for recognition if they have failed to comply with competency requirements.

**1.14** Students will receive timely, written advice of the outcome of their application for recognition.

**1.15** Advice on indicative recognition and information on applying for recognition will be provided to prospective students.

**1.16** The results of all recognition assessments will be recorded on the recognition transfer form. Sailingworld will retain evidence for recognition assessment decisions for six (6) months and the written record of assessments for thirty (30) years after the student ceases to be an accepted student.

## ROLES AND RESPONSIBILITIES

**1.17** Sailingworld CEO is responsible for the application of this Policy.

**1.18** The Sailingworld CEO shall:

1. Determine the method by which individual applications for recognition will be assessed and follow this method for all assessments.
2. Formulate rules that regulate the automatic granting of recognition to applicants for specified prior study or work experience, account for the time elapsed between the original study and the application for recognition and enable the efficient resolution of applications administratively.
3. Maintain a record of precedents to facilitate the formulation and future application of the above rules.





## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER PROCEDURE

### PURPOSE AND SCOPE

**2.1** The Sailingworld Recognition of Prior Learning and Credit Transfer Procedure sets out the procedures for the implementation of the Sailingworld Recognition of Prior Learning and Credit Transfer Policy.

**2.2** Credit Transfer (CT), Recognition of Prior Learning (RPL) and Assessment Only (AO) will be made available to all eligible students for all qualifications and units on Sailingworld's scope of registration.

### RECOGNITION PATHWAYS

**2.3** Prior to enrolment and throughout the delivery of a course, Credit Transfer, Recognition of Prior Learning and Assessment Only pathways are offered to students seeking recognition of their current competencies, skills, knowledge and life experiences relevant to each unit leading to a qualification.

### CREDIT TRANSFER (CT)

**2.4** Applicant is informed about the availability of CT through the Student Handbook, conversations with academic and administrative staff during the admission process.

**2.5** Applicant is given a CT application form.

**2.6** Once the student enrolls into the course, the student provides evidence of competent result for unit via a Qualification Transcript or Statement of Attainment to accompany their CT application.

**2.7** Student submits CT application to the Sailingworld CEO and will receive confirmation of receipt via email within two (2) business days.

**2.8** The Sailingworld CEO contacts prior RTO provider to verify competent result in unit/s of competency.

**2.9** Once verification is received from the previous RTO, the Sailingworld CEO will save in the student records and inform the course trainer and/or lead trainer.

**2.10** The Sailingworld CEO sends the credit transfer application form to the course trainer and/or lead trainer for signing and approval.

**2.11** The signed Credit Transfer form is added to the student records.

**2.12** Approved unit/s of competency are assigned a CT status on the student record.

**2.13** Student receives confirmation that the credit transfer has been applied, via email, within three weeks from initial application.

**2.14** Where the previous RTO may have closed and verification of the unit/s of competency cannot be achieved, the Sailingworld CEO is to look at other options for verification. These other options may include sourcing the previous RTO's scope of registration to verify correct timing and date of the student's Qualification Transcript or Statement of Attainment. All findings must be documented in the student's file.

**2.15** Students who wish to be considered for credit transfer after commencement of studies follow the same process as students applying upon admission.



## RECOGNITION OF PRIOR LEARNING (RPL)

**2.16** Applicant is informed about the availability of RPL through the Student Handbook, conversations with academic and administrative staff during the admission process.

**2.17** Applicant is given an RPL Expression of Interest application form.

**2.18** Applicant submits RPL Expression of Interest application to Sailingworld CEO in Writing. Sailingworld CEO sends receipt of confirmation via email within two (2) business days.

**2.19** Applicant's RPL Expression of Interest form is submitted for assessment to relevant Trainer/Assessor.

**2.20** Trainer/ Assessor assesses Expression of Interest application form and may discuss outcomes for RPL potential with Sailingworld CEO.

**2.21** Trainer/ Assessor may speak with applicant to further determine suitability for RPL pathway.

**2.22** The applicant is advised of their suitability for RPL within five (5) days from submission of their RPL Expression of Interest application form.

**2.23** If successful, the Trainer/Assessor proposes to the student which unit/s are to be assessed by RPL and communicate this to the relevant course coordinator.

**2.24** Sailingworld CEO sends the applicant an RPL kit to complete for the specified unit/s.

**2.25** The applicant has 20 business days to complete the RPL Kit and return to Sailingworld

**2.26** RPL applicants must demonstrate their claim for competency in sufficient detail to enable the Trainer/Assessor to make clear judgements.

**2.27** The relevant Trainer/Assessor maintains contact with the student to assist with any enquiries.

**2.28** Once the RPL Kit is submitted, the Trainer/Assessor has three weeks to assess the RPL and assign an outcome. Student RPL submissions are assessed against the requirements and criteria within the unit/s of competency.

**2.29** The Trainer/Assessor will advise the student in writing of the outcome of the RPL Assessment with the following options:

- Student is not eligible for RPL and the reason;
- Student may resubmit with additional evidence;
- Student is eligible for RPL.

**2.30** Where the student is not eligible for RPL, there are two options:

- Student participates in a Training and Assessment pathway for the unit/s.
- Student is assessed for an Assessment Only pathway.

**2.31** Students who have commenced studies and wish to be considered for recognition must contact the Course Coordinator make their intentions clear. These students are expected to follow the same process as students applying on enrolment.



## **ASSESSMENT ONLY (AO)**

**2.32** Where a student cannot provide documentary evidence to support their claim for RPL and meet the Rules of Evidence, it may be appropriate for an Assessment Only (AO) pathway to be offered to the student.

**2.33** An AO pathway assists students to demonstrate relevant and current experience in the work tasks of the unit of competency. Typically, it would be expected for an AO candidate to have at least three (3) to five (5) years working history in the industry/field of work of the unit/s of competency content.

**2.34** The relevant Trainer/Assessor conducts a competency conversation with the student where notes will be recorded on the "Assessment Only Application" detailing the student's background, work experience and current skills in the industry.

**2.35** The Course Trainer discusses the completed 'Assessment Only Application' content with Lead Trainer and makes a determination whether the student is eligible for the Assessment Only pathway.

**2.36** The completed 'Assessment Only Application' is saved to the student's record with an entry to state the units being undertaken as Assessment Only.

**2.37** The student will be given access to the assessments to complete.

**2.38** The assessments will be marked by the relevant Trainer/Assessor following The RTO's Assessment Policy and Procedures.

**2.39** In the event the candidate does not achieve the competency requirements of the unit, the student is asked to attend training for the learning content prior to re-attempting the assessment.

## **DECISIONS, NOTIFICATION AND RECORD KEEPING**

**2.40** All documentation, student submissions and decisions in relation to Credit Transfer, RPL and Assessment Only are retained on the individual student file on the student management system.

## **APPEALS**

**2.41** A student who is dissatisfied with a decision relating to credit may lodge a written appeal with Sailingworld's CEO.

**2.42** A student who wishes to appeal a decision made under this policy will do so in accordance with the Sailingworld Complaints and Appeals Policy.

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