



RPL Policy

AHEA is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students at enrolment and whilst enrolled. AHEA's staff will provide support and guidance regarding RPL and Credit Transfer enquiries in a timely manner.

RPL Procedures

- On receipt of a RPL enquiry AHEA's staff will direct the potential RPL client or enrolled student to the RPL application pack available from the Training Coordinator.
- The Training Coordinator will ensure that the RPL application pack contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statements of attainment or qualifications.
- On receipt of an RPL application AHEA's staff member will issue a receipt for the RPL fee and provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.
- On receipt of a completed RPL Evidence Guide and portfolio the staff member shall record the date of receipt on the RPL Application and request AHEA's lecturing staff to process the portfolio.
- On receipt of a RPL assessment judgment the Training Coordinator shall record the decision and report the competency or rework decision to the RPL applicant.
- The Training Coordinator shall provide copies of completed RPL Evidence guides and place on file in the RPL records cabinet.
- All competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.

Credit Transfer Procedures

AHEA recognises statements of attainment and qualifications issued by all other RTOs

AQF Credit Transfers

- Where student provides a statement of attainment or qualification from an RTO with applicable unit/s to the qualification being applied for, the Training Coordinator will provide a credit (advanced standing) to the student's course enrolment for the applicable unit/s of competency once the Statement of Attainment has been verified by the CEO as "true" by the issuing entity.
- The CEO or nominated officer will authenticate Statements of Attainment as set out on the Qualification Authentication Form.
- Copies of the Qualification Authentication Form are to be attached to the student's file.
- Credit transfer applications of Nationally Recognised Training will be reviewed and applied by the Training Coordinator at no cost to the student.

Non AQF Credit Transfers

- Where a student has completed informal or formal qualifications that are not recognised within the Australian Qualifications Framework (AQF 2013) the student will be required to submit an academic transcript to the Training Coordinator with a written request for Credit transfer detailing the proposed unit/s of competency for which they wish to apply for credit transfer.
- On receipt of a written request for credit transfer the Training Coordinator will consider the comparability and equivalence of the submitted academic transcript to the courses:
 - Learning outcomes
 - Volume of Learning
 - Program of study, including content and
 - Learning and assessment approaches
- Non AQF Course Credit transfer requests will be reviewed by AHEA at an additional cost which is at the same rate as an RPL application.
- Following the completion of the credit transfer review the Training Coordinator shall ensure that a written response providing confirmation of the credit transfer or reason why the credit transfer was refused is provided to the student within 5 working days.