

(Also relevant for: STN 1.7)

Prisma Education Institute Australia is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students prior to enrolment and whilst enrolled. The Prisma Education Institute Australia's staff will provide support and guidance regarding RPL and Credit Transfer in a fair, consistent and transparent manner, maintaining the integrity of the training product.

RPL Procedures

All applications for RPL are documented and maintained in the Prisma Education Institute Australia's records. The following procedure applies to RPL applications. RPL fee may apply as per college's Fee Schedule.

Steps	Responsibility	Comments
Provide RPL advice and a copy of RPL Guide to the candidate	RPL Assessor	Provide information on RPL process, required evidence, unit contents and RPL fee
Complete the RPL Application Form and attached all the required evidence	Student	A combination of formal and information education and training, work experience and general life experiences can be used to determine prior learning
Provide evidence of previous skills, knowledge and learning	Student	Work experience certificates, awards, previous qualifications, citations, evidence of work/ projects completed, testimonials, etc.
Pay the RPL fee and lodge the application with the nominated RPL officer along with all the evidence	Student	Fee: On a pro-rate basis based on total course fee, per unit
Acknowledge receipt of the application in writing	RPL Assessor	Letter to the student
Assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form	RPL Assessor	If required, the students may be asked to provide a verbal or written evidence of competency or demonstrate the competency in assessor's presence
Grant necessary credits if eligible	RPL Assessor	Partial credits can be granted if the evidence only satisfy a part of the unit
If not successful, document detailed reasons on the application form	RPL Assessor	Ensure the original is signed
Make copies of the evidence for the student file	RPL Assessor	Original documents must be sighted
If successful, update student records on the student management system	Student Admin	Use appropriate code to recognise credit transfer
If unsuccessful, arrange for a refund of the RPL fee	Student Admin	Student should be advised of their right to appeal the decision
Send a letter to the student advising the outcome of the application	Training Manager	A copy goes in the student file

Credit Transfer Procedures

Prisma Education Institute Australia recognises statements of attainment and qualifications issued by all Registered Training Organisations. All applications for Credit Transfer are documented and maintained in the Prisma Education Institute Australia (PEIA)'S records. There is no charge for credit transfer.

Steps	Responsibility	Comments
Complete the <i>Credit Transfer Claim Form</i> and attached all the required evidence	Student	Original copies of the transcript and awards must be presented
Make an appointment with the Training Manager or an officer designated by the Training Manager to undertake RPL and Credit Transfer assessments	Student	Reception to assist with making the appointment
Assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form	RPL Assessor	Same units might have different code under different training packages Where required, units of competencies should be downloaded from NTIS to compare the competency standards and equivalence
Grant necessary credits if eligible	RPL Assessor	Original documents must be sighted
Make copies of the evidence for the student file	RPL Assessor	Student Admin Staff to confirm Copies made
Update student records on the student management system	Student Admin	Use appropriate code to recognise credit transfer
Send a letter to the student advising the outcome of the application	Training Manager	A copy goes in the student file