



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

Information Booklet

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GETTING STARTED

Definitions:

While RPL and credit transfer are related, and the boundaries between them are often blurred, they are distinguished as alternative pathways to an AQF qualification. They are distinguished by the way they relate to learning achieved through formal education and training (credit transfer) and learning achieved outside the formal education and training system (RPL):

- **RPL** is an assessment process that assesses the individual's non-formal and informal learning 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 qualification; and
- **Credit Transfer** assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework.

Definitions listed above are quoted from the "Australian Qualifications Framework" website, <http://www.aqf.edu.au/rplnatprin.htm#definition>, Viewed: 26 April 2006.

Application Documents

To complete this process you will need the following documents.

- RPL and CT application form
- Course enrolment form
- Evidence gathering guide
- The units of competency documents relevant to your application

Upon request ETEA can assist in providing this information.

SUMMARY

For a RPL request to be granted the assessing organisation must be satisfied that the applicant has provided evidence of competency to the standard set down in the course curriculum. Many applications are not granted due to:

- insufficient or unclear evidence;
- evidence not relating to the unit of competency; or
- merely attaching pages and pages of non-accredited/non-assessed short courses hoping to impress the assessor.

A positive approach to your application is to:

- read the unit titles as well as the assessment criteria;
- relate the unit to the type of work and tasks you perform;
- ask yourself how you have performed this type of work and tasks;
- consider what evidence you can produce that proves your performance is consistent to the standard expected;
- who in your professional life can attest to your performance
- can this evidence be used for any other units?
- please note: Person(s) providing third party evidence on your behalf need to have a copy of the units & learning outcomes relevant to your application. This will enable the evidence to relate specifically to the unit(s) that you are applying for.

Review your application before submission, making sure that all information is supplied and you are aware of relevant fees, and the RPL process.

PROCESS DETAILS

You are required to complete an enrolment form for the course that you are intending to enrol in before ETEA will consider a RPL application. Once ETEA has received your application and you're the initial deposit (where applicable), an assessor will review the application. The assessor will contact you to discuss your application. The aim of this discussion is to provide you with advice and determine which units should be assessed for RPL. At this point we will require the remaining balance of your fees for us to proceed with your application.

Please note that this application review and full payment does not guarantee that RPL will be granted.

As part of the assessment process you may be required to:

- respond to questions on the phone;
- attend an interview; and/or
- attend a venue to demonstrate practical skills.

In all cases ETEA will respond to you within 7 working days of receipt of your application. It is advised that you retain a copy of all material submitted in your application.

Upon completion of the final assessment, applicants will receive a letter advising of the outcome of the application. The outcome usually will be either:

- an offer of RPL; or
- details of why an application (or part) was not granted.

Where an offer of RPL is made, the applicant is required to advise ETEA of their acceptance (or not) in writing.

SCHEDULE OF FEES

The fee structure for RPL is listed in the table below. If the applicant is unsure if a fee is applicable, it is advisable to contact ETEA before submitting an application.

All RPL fees are non-refundable, regardless of whether an RPL application has been granted or not.

There are no concessions available for full fee paying applicants.

	Total Fee (per unit)	Initial Fee on Application (per unit)	Balance after Application Review (per unit)
Applicant enrolled as a Trainee and has signed a Traineeship agreement	\$Nil	\$Nil	\$Nil
Applicant is a full fee paying student (applicant is not enrolled in a Government funded course)	\$80.00	\$20.00	\$60.00

RPL APPLICATION CHECKLIST

Tasks	Completed
Application form has been fully completed and signed	<input type="checkbox"/>
Course Enrolment form has been completed and signed	<input type="checkbox"/>
Fees calculated correctly and initial amount submitted with the application	<input type="checkbox"/>
Attached all evidence/documents for each of the units in the application	<input type="checkbox"/>
Third Party evidence documents have been signed and dated	<input type="checkbox"/>
Kept a copy of all documentation for your own records	<input type="checkbox"/>