



Recognition Policy

Australian Paramedical College





Recognition Policy

Preamble

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) RTO 32513 is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students prior to and after the time of enrolment.

APC aims to provide the best learning experience possible for students. Recognition of Prior Learning (RPL) and Credit Transfer (CT) allows students to have previous experience and learning recognised as part of their enrolment.

Students are made aware of the recognition process prior to enrolment and are advised to email rpl@apcollege.edu.au if they wish to apply/request recognition for their enrolment.

Definitions

Recognition of Prior Learning (RPL)

As per the Australian Qualifications Framework 1 (AQF), 'Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit'.

This credit outcome will be based on an individual's completed components of another AQF recognised qualification or other previous formal learning achieved.

This will also consider the individual's currency in a relevant industry and application of skills in practice. When receiving a credit outcome based on Recognition of Prior Learning, the amount of learning required to achieve the qualification may decrease.

RPL will be offered via an alternate assessment route to evidence competency where eligible.

Credit Transfer (CT)

As per the Australian Qualifications Framework (AQF), 'Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.'

This credit outcome will be based on an individual's completed components of another AQF recognised qualification or other previous formal learning achieved.

When receiving a credit outcome based on Credit Transfer, the amount of learning required to achieve the qualification will decrease depending on the unit itself.

A credit transfer will be applied when an individual has previously completed a relevant Unit of Competency before, and it is still current.



Recognition Policy

Eligibility

To be eligible for RPL, you must have prior qualifications or experience in a relevant field of work to the course you will be enrolled in. This experience may be gained via the workplace or volunteering and must have occurred within the past two (2) years. Documentation must be supplied to APC within 30 days of the agreed intake date to ensure the student's training plan and unit release is correct.

To be eligible for Credit Transfer, you must be able to supply a certified Testamur (Qualification and Transcript), Certified Statement of Attainment or an official USI Transcript evidencing final outcomes of previously gained AQF recognised qualification(s), or other previous formal learning achieved. Please note that evidence should be provided to APC as close to enrollment date as possible. Discounts on course fees will only apply when evidence has been submitted within 30 days of the student's agreed intake date. No adjustments to course fees will be granted after this time. APC will still apply the Credit Transfer to the student's training plan.

When a discount on course fees is issued and the student has a Debit Success Payment Plan in place, the total periodic instalment agreed will not be impacted by any Credit Transfers. Credit Transfers will have the effect of reducing the payment plan term only.

Credits Transfers will not be issued for units that have expiry dates within the course period. i.e. HLTAID009, HLTAID014, HLTAID015 or HLTAID011. This is to ensure that the student skills and knowledge are current when the Testamur or SOA is issued by APC.

Please Note: Certificate III in Non -Emergency Healthcare students, if a student chose to complete HLTAID011 Provide First Aid externally after their enrollment has been confirmed with APC, no refund will be issued.

Evidence Required

All required evidence for RPL/CT must be provided to APC before an Enrolment Proposal is created. The student will be provided with a list of supporting evidence they can provide. All documentation must be presented in a clear and easy to read format.

If a student's USI transcript does not have the issued units of competency listed, due to recently completing, it is the student's responsibility to obtain verification from the issuing RTO. The email with the verification attached must be forwarded to rpl@apcollege.edu.au.

RPL evidence can be provided in various formats. This may be inclusive of any previous formal and informal final learning outcomes, transcripts, current resume, job description/role statements, portfolio of previous work, completed workplace documentation (e.g. patient report forms with confidential details removed). All qualifications must be certified by an authorised person prior to submission.

If further evidence is required, the assessor will request this from the student and the student will have seven (7) days to return the evidence or will receive a Not Yet Satisfactory result and will need to complete the unit. If the student has any questions regarding evidence require, they are to contact a Trainer to discuss. trainer@apcollege.edu.au

If a competency conversation is required, the student will have 2 weeks to schedule the call. In the event the 2 weeks pass, and a call has not been scheduled the student will be withdrawn from the RPL kit and will complete the entire unit.

All Credit Transfer documentation must be provided in the format of a Testamur, Statement of Attainment or USI transcript evidencing final outcomes of learning.

Recognition Costs

Recognition Process		Additional Information
Credit Transfer	A \$50.00 application fee will apply	The credit transfer is credited against the student's course fee
Recognition of Prior Learning	Same cost as unit of competency enrolment *Where a student is not successful in the RPL assessment they will be enrolled into the unit for completion.	Nil credit is applied to the student's course fee

Recognition Process

- Prior to enrolment, students will be made aware of the recognition process to confirm if they have completed similar course work. If so, students will be directed to submit the suggested supporting evidence to the relevant staff once enrolled via rpl@apcollege.edu.au The suggested pieces of evidence are documentation such as qualifications, testamurs, resume, job description/role statement, non-accredited training, third party letters etc.
- Evidence will be reviewed by the Enrolment proposal administration officer in consultation with the Clinical training manager where required.
- An enrolment proposal will be created to indicate their suitability for Credit Transfer and/or RPL.
- The student will be emailed a copy of the enrolment proposal, addressing any changes to course structure/payments.
- Once an enrolment proposal has been confirmed and agreed to, students will be given access to the relevant RPL Kit(s) in Moodle where they will upload the kit and evidence within 30 days.
- Once the RPL Kit is uploaded, evidence will be reviewed. All criteria within the Unit of competency must be addressed. The RPL kit has been designed to enable completion of this requirement. Missing information in RPL kit and/or provided evidence will be identified by the assessor and will require this information to be submitted within (7) days. Failure to do so may result in a Not Yet Satisfactory result.
- If applicable, a competency conversation with the student will be scheduled. This will consist of a series of questions related to the content of the Unit of Competency. This conversation will be recorded and included as a form of evidence.
- Where a student receives a NYS outcome for an RPL kit, the student will be enrolled in the full unit for completion.
- Where a student received recognition via credit transfer, all unit outcomes will be verified with the issuing RTO or via the individuals USI transcript.

Students will have access in Moodle to the RPL Student Guide which will advise them of the process and what is required to successfully complete a kit.

Assessment Timeframes

Assessors have up to twenty-one (21) days to assess and result assessment submissions. Should public holidays or office shutdowns such as Easter and Christmas holidays occur during this timeframe this will be taken into account. These days will not be included in the assessment timeframe.



Recognition Policy

If you have any questions, please email rpl@apcollege.edu.au