

**AHETI**Transforming Aspirations into
Australian Health Careers

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER PROCEDURE

1 PURPOSE

1. The AHETI Recognition of Prior Learning and Credit Transfer Procedure outlines the steps for carrying out the AHETI Recognition of Prior Learning and Credit Transfer Policy.

2 SCOPE

- 2.1. Credit Transfer (CT), Recognition of Prior Learning (RPL), and Assessment Only (AO) will be accessible to all eligible students for all qualifications and units offered by AHETI.

3 RECOGNITION PATHWAYS

- 3.1. Before enrolling and during the course, AHETI provides Credit Transfer, Recognition of Prior Learning, and Assessment Only options to students who wish to have their existing competencies, skills, knowledge, and life experiences recognised in relation to each unit within a qualification.
- 3.2. Credit Transfer Applications (CT):
 - i. Applicants are made aware of the option of Credit Transfer through the Student Handbook and discussions with academic and administrative staff during the enrollment process.
 - ii. Applicants receive a Credit Transfer application form.
 - iii. After enrolling in the course, students provide evidence of their successful completion of units through a Qualification Transcript or Statement of Attainment, which accompanies their Credit Transfer application.



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- iv. Students submit their Credit Transfer application to the Course Coordinator and receive an email confirmation of receipt within two (2) business days.
- v. The Course Coordinator or their representative contacts the previous RTO provider to verify the successful completion of competency units.
- vi. Upon receiving verification from the previous RTO, the Course Coordinator updates the student records and notifies the course trainer and/or lead trainer.
- vii. The Course Coordinator sends the Credit Transfer application form to the course trainer and/or lead trainer for their signature and approval.
- viii. The signed Credit Transfer form is added to the student records.
- ix. Approved competency units are marked with a Credit Transfer (CT) status on the student record.
- x. Students receive email confirmation of the approved credit transfer within three weeks of the initial application.
- xi. In cases where the previous RTO has closed, and unit competency verification cannot be obtained, the Course Coordinator collaborates with the Lead Trainer to explore alternative verification options. This may involve checking the previous RTO's scope of registration to confirm the correct timing and date of the student's Qualification Transcript or Statement of Attainment. All findings are documented in the student's file.
- xii. Students who wish to be considered for credit transfer after starting their studies follow the same process as students applying upon admission.

3.3. Recognition of Prior Learning Applications (RPL):



- i. Applicants are informed about the option of Recognition of Prior Learning (RPL) through the Student Handbook and discussions with academic and administrative staff during the admission process.
- ii. Applicants receive an RPL Expression of Interest application form.
- iii. Applicants submit the RPL Expression of Interest application in writing to the Course Coordinator, who sends a confirmation receipt via email within two (2) business days.
- iv. The applicant's RPL Expression of Interest form is assessed by the relevant Trainer/Assessor.
- v. The Trainer/Assessor evaluates the Expression of Interest application form and may discuss potential RPL outcomes with the Lead Trainer.
- vi. The Trainer/Assessor may have a conversation with the applicant to further assess their suitability for the RPL pathway.
- vii. Applicants are informed of their suitability for RPL within five (5) days from the submission of their RPL Expression of Interest application form.
- viii. If approved, the Trainer/Assessor suggests to the student which competency units will be assessed via the RPL process and communicates this to the relevant course coordinator.
- ix. The Course Coordinator/Trainer sends the applicant an RPL kit for the specified unit/s.
- x. The applicant has 20 business days to complete the RPL Kit and return it to AHETI.
- xi. RPL applicants must provide detailed evidence to support their claim of competency, enabling the Trainer/Assessor to make well-informed judgments.



- xii. The relevant Trainer/Assessor remains available to assist the student with any inquiries.
- xiii. Once the student submits the RPL Kit, the Trainer/Assessor has a three-week period to evaluate the RPL and determine an outcome. The RPL assessment is based on the unit/s of competency's requirements and criteria.
- xiv. The Trainer/Assessor notifies the student in writing of the RPL Assessment outcome, providing one of the following options:
 - a. The student is ineligible for RPL, with a clear explanation of the reason.
 - b. The student can resubmit the application with additional evidence.
 - c. The student is eligible for RPL.
- xv. If a student is deemed ineligible for RPL, they have two alternatives:
 - a. The student follows a Training and Assessment pathway for the unit/s.
 - b. The student is assessed via an Assessment Only pathway.
- xvi. Students who have already started their studies and want to pursue recognition should contact the Course Coordinator to express their intentions. These students should adhere to the same process as students applying during enrollment.

3.4. Assessment Only (AO)

- i. In cases where a student is unable to provide documentary evidence to support their RPL claim and fulfil the Rules of Evidence, an Assessment Only (AO) pathway may be offered.



- ii. An AO pathway is suitable for students aiming to demonstrate their relevant and current experience in the work tasks associated with the content of the unit of competency. Typically, AO candidates are expected to have a minimum of three (3) to five (5) years of work experience in the industry or field related to the content of the unit/s of competency.
- iii. The relevant Trainer/Assessor conducts a competency conversation with the student, recording notes on the "Assessment Only Application" form. These notes detail the student's background, work experience, and current industry skills.
- iv. The Course Trainer reviews the completed 'Assessment Only Application' content with the Lead Trainer and determines the student's eligibility for the Assessment Only pathway.
- v. The finalised 'Assessment Only Application' is saved in the student's record, including an entry stating which units are being pursued via the Assessment Only pathway.
- vi. The student is granted access to the assessments for completion.
- vii. The assessments are evaluated by the relevant Trainer/Assessor in line with AHETI's Assessment Policy and Procedures.
- viii. If a candidate fails to meet the competency requirements of the unit, the student is advised to attend training to cover the learning content before making a reattempt at the assessment.

4 DECISIONS, NOTIFICATION AND RECORD KEEPING

- 4.1. Every record, student materials, and determinations concerning Credit Transfer, RPL, and Assessment Only are preserved within the respective student's file in the student management system.

5 APPEALS

- 5.1. A student who is not content with a decision regarding credit has the option to submit a written appeal to the AHETI Director.
- 5.2. A student seeking to challenge a decision made under this policy should follow the AHETI Complaints and Appeals Policy.



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For more information

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