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# Recognition of Prior Learning (RPL) and Credit Transfer

The College recognises AQF and VET qualifications and VET statements of attainment issued by other RTOs. This recognition is called a Credit Transfer and means that the student does not have to repeat that unit or course at George Brown College.

Successful RPL or credit transfers may mean a shortening of the course where the units in question are delivered either at the beginning or the end of the course. This may shorten a student's visa and the Department of Immigration and Border Protection (DIBP) needs to be duly notified within 14 working days from the decision.

## *RPL & Credit Transfer Procedure*

Applicants for RPL or Credit Transfer should submit Application for RPL or Credit Transfer form with relevant documents while applying for the enrollment.

Application forms for RPL or Credit Transfer is available from the College's website.

Assessment of the skills and knowledge are carried out in the following ways:

- Assessment by the GM by way of interview and/or inspection of evidence for compliance with the above criteria; and/or
- Sitting a challenge test to assess knowledge of subjects for which course credit has been requested.

The General Manager annotates the paper and electronic systems for student results in cases of credit transfer. Where the unit or course in question has been superseded, this is a matter for RPL and not a straight credit transfer. Documents presented by the student need to be either the original or verified. Credit transfers have to be for exactly the same unit. If the unit has been modified and upgraded by the Training Package it has to be treated as an RPL application and not a credit transfer.

When approached by a student seeking RPL, the GM or his delegate will:

- Provide the student with information about the types of evidence that can be used to support an RPL application
- Interview the student and using the Student File Index Academic, the relevant performance criteria, and the student's evidence, map their documentation to the performance criteria, making sure that these documents are kept on the student's file
- Make a prompt decision and notify students of the outcome of the RPL process within 10 working days from the date of the application using the Letter Confirming Outcome of Credit
- Give the student 10 working days to accept the outcome to be implemented.
- Provide the records to Student Services to enable the updating of the student's records if RPL is granted

The result of the exemption process will result in exemptions granted being shown on the student's academic transcript and result history.