

RPL/Credit Transfer Policy and Procedure

Purpose

This policy is to ensure that ELC Career College Pty Ltd trading as ELC Career College will accept and provide credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this). This includes the recognition of prior learning (RPL) and credit transfer (CT) through a standard process that is fair, transparent and consistent.

Key Definitions

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Credit Transfer (CT) 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.

Recognition of Prior Learning (RPL) is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited course.

Credit Transfer (CT)

ELC will recognise credit transfer for students with equal competency units as part of the Australian Qualification Framework (AQF). Students must apply for credit transfer at the time of application and before a Letter of Offer is issued. Once a Letter of Offer has been issued and students have commenced their course, ELC will not approve any credit transfer applications.

Procedure

1. Complete the [Credit Transfer Application Form](#) available on the ELC Career College website
2. Provide certified copies of the official Statement of Attainment and Transcript and a USI statement
3. Submit the application form and evidence via email to enrolments@elc.edu.au
4. Students must apply for Credit Transfer at least 10 business days prior to the commencement of their course.
5. The application will be verified by a member of the ELC Admissions/Academic team and a decision will be made within 10 business days of receiving the Credit Transfer application
6. Students will be advised of the outcome of the Credit Application in writing. If Credit Transfer is granted, the student's course duration may be reduced. Please note that this will affect the duration of the student's visa and the Department of Home Affairs will be notified.
7. There is no application fee for Credit Transfer Applications.

Recognition of Prior Learning (RPL)

Students who wish to apply for RPL are strongly advised to speak with the ELC Academic team to ensure any application contains suitable supporting evidence. In applying for RPL, the student will be assessed against the requirements of the units of competency listed in the relevant qualification. The list of units of competency is available on the ELC Career College website under each specific course page.

In the application of Recognition of Prior Learning, students will be asked to attach the relevant evidence of prior learning and return it to the admissions team. The evidence includes but is not limited to:

- Work history
- Employment contract with job descriptions
- Most updated resume/CV
- Examples of workplace activities and practices
- Reference letters from employers
- Evidence of currency
- Identification card or member of relevant professional associations
- Certificates or evidence of attendance at seminars
- Previous qualifications – Certificates, Transcripts, Statement of Attainment
- Any documentation that may demonstrate industry experience

Note that the evidence provided must be certified by a suitable person to be a true copy of the original transcripts.

Procedure

1. Complete the [RPL Application Form](#). RPL application will only be considered if the appropriate application fee has been paid.
2. Provide certified copies of the supporting evidence
3. Submit the application form and evidence via email to enrolments@elc.edu.au
4. Students must apply for RPL at least 10 business days prior to the commencement of their course
5. A qualified assessor will be assigned to review the application and the supporting evidence submitted.
6. The assessor will map the evidence provided by the student to the elements and competencies for the unit/s applied for RPL and will assess the outcome of the application.
7. Students are advised that an incomplete application or one with insufficient evidence may result in a rejection and/or delay in the processing of the application. The assessor may request further evidence such as a demonstration, completing challenges tests or the sitting of the relevant examination, if the evidence submitted in the application is not deemed adequate in terms of authenticity, validity, reliability, currency or sufficiency.
8. If RPL is granted, the student's course duration may be reduced. Please note that this will affect the duration of the student's visa and the Department of Home Affairs will be notified
9. There is a non-refundable fee for RPL regardless of the outcome.