

# Recognition of Prior Learning (RPL) & Credit Transfer Form

<b>Student Name:</b> _____	<b>Student ID No(Optional):</b> _____
<b>Application for Course Level:</b> <input type="checkbox"/> Certificate III   <input type="checkbox"/> Certificate IV   <input type="checkbox"/> Diploma   <input type="checkbox"/> Advanced Diploma	
<b>Application for Course Name:</b> <input type="checkbox"/> Marine Craft Construction   <input type="checkbox"/> Project Management   <input type="checkbox"/> Civil Construction Design   <input type="checkbox"/> Individual Support   <input type="checkbox"/> Disability Support   <input type="checkbox"/> Community Service   <input type="checkbox"/> Information Technology	
<b>Date:</b> _____	<b>Campus:</b> Brisbane                      Adelaide                      Cairns

Units of competency for which RPL / Credit Transfer is being requested		Please list the title of the evidence provided. Attach certified copies of relevant evidence	FOR OFFICE USE	
Unit code:	Unit title		Assessor's comments and recommendations	RPL / Credit Transfer Granted YES / NO

Please review the attached procedures to understand the RPL / Credit Transfer process.  
I, understand and accept Federation Academy's term & conditions for RPL / Credit Transfer requests

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(While requesting for RPL / Credit Transfer)*

**I accept the results of the RPL / Credit Transfer assessment**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(After RPL results are issued)*

## Recognition of Prior Learning (RPL) Policy

Federation Academy recognises the prior learning of students based on:

- previous training, (includes overseas qualifications)
- formal study and acquisition of a qualification and statements of attainment from another RTO
- practical experience in a work environment
- projects undertaken, and
- life experiences

All students are advised of the availability of RPL during the enrolment process. Education consultants advise international students regarding RPL standards during the application process. International students can request RPL forms by emailing to [rpl@federationacademy.edu.au](mailto:rpl@federationacademy.edu.au). For onshore / local students, RPL form can be also requested from the SSO.

All staff (especially trainers and assessors) is to be informed about FA's obligation to recognise AQF qualifications and statements of attainment issued by other RTO's.

Assessments of RPL evidence provided by the applicant will be made against the evidence requirements outlined in the unit of competency.

### Procedures

1. Students will be advised that RPL is available through the Student Handbook, Web site, Marketing brochures and the Induction Program.
2. The PEO will facilitate the RPL process for requests received. A qualified staff (delivery & assessment) will conduct the RPL process.
3. The results of the RPL requested will be reported back to the student within 2 weeks of the applications received.
4. Students who request an RPL assessment will be advised of the evidence required and suggestions of how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community-based learning, or overseas education, training or experience etc.).
5. Students must complete the RPL form, attach the required evidence, and submit at a date specified by the designated RPL Assessor for assessment.
6. If RPL is approved, the applicant will be marked as "Exempted" rather than "Competent" in the transcript of records.
7. The applicant will be notified in writing of the outcome of the RPL. On the basis of the assessment the student will be advised that:
  - the application has been granted or
  - the application has been denied or
  - further evidence is required
8. If the outcome of the evidential documentation is not sufficient, then the student will be advised to provide further documentation to validate his skills / experience. The Trainer will set a date for the additional documents to be submitted.
9. If the student fails to furnish the required documents, he / she will have to enrol for the unit in question alternatively if he succeeds, RPL will be awarded.
10. If the student is not satisfied with the outcome, the matter will be referred to the PEO for an independent evaluation and review of the evidence and the assessment process.
11. The student must sign a record of the RPL report. A copy will be placed in the student's file.

Where expert assessors are required, the PEO will contact the relevant industry-training organisation (ITO) and identify a recognised assessor. Only qualified assessors will be contracted in this case, as recommended by their ITO. RPL assessors should have:

- An understanding and ability to carry out a wide range of assessment techniques;
- The ability to judge diverse evidence fairly and accurately;
- The ability to draw inferences based on the evidence presented;

If FA grants the student RPL prior to the student being enrolled, FA will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment (COE) issued for that student for that course, OR / AND Where RPL is granted, the student's training and assessment program will be reviewed so that student has a full-time load to ensure that full-time study requirements are being