

Policy Name	Assessing and Recognising Prior Learning and Granting Course Credit		
What is the purpose of this policy?	To outline Creative Education Holding's (CEH) criteria for assessing and recognising Prior Learning (RPL) and granting Course Credit (CC)		
Version	#9	Next review:	May 2021
What law applies?	The RTO Standards 2015: Standard 1 - Clause 1.12; and Standard 3 – Clause 3.5.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students	General Manager Executive Chair	

Policy

CEH will recognise a student's prior learning, training and life experience to the extent that the student has achieved competency to the level required by CEH.

CEH will determine the extent a student's prior learning, training and life experience translates to a Unit of Competency (**UOC**), to the level required by CEH, before and during the student's enrolment.

Recognised Prior Learning (RPL)

Prior learning, training, and experience will only be recognised if the student can demonstrate

- that they successfully completed a course or unit(s) of competency that are equivalent to the course/uocs applied for at CEH; or can show
- prior life/Industry experience equivalent to the skills and knowledge required of the course applied for at CEH.

If, after assessing a student's prior learning, training and life experience, CEH determines that its conditions have been satisfied, the student's prior training and life experience can be credited in respect of some or all of the student's current course of study/UOC(s) at CEH.

Course Credit (CC)

CEH also supports the granting of course credit to a student who has achieved one or more matching UOCs through an Australian Qualifications Framework (**AQF**) recognised course at any other Registered Training Organisation (**RTO**).

Students awarded RPL or CC may still be required to complete tasks that contribute to UOCs which have been course credited as the tasks may contribute to other UOCs that are part of the CEH course being undertaken by the student, or form part of a project essential to the completion of the course..

CEH will ensure that clear information about RPL and CC is provided to each student prior to enrolment.

CEH will ensure that RPL/CC assessments and outcomes are consistent and reliable.

Procedure

A link to this policy and procedure is provided to each potential student, on the website prior to enrolment. It is also listed in the Student Handbook.

Applications

Students can apply for RPL at the time of application or at any time prior to commencement of the relevant course, using the RPL Application Form. There will be no charge for an RPL or CC application.

Students must demonstrate that they have already achieved the outcomes that they would achieve by completing the relevant Units of Competency at CEH.

Students applying for RPL/CC will need to provide supporting documentation as requested by CEH.

Students who request RPL/CC must supply original or certified copies of their academic records/transcripts (where relevant). Copies can be certified by a Justice of the Peace.

Alternatively students may be able to provide a portfolio of work and/or professional third party references evidencing the relevant competencies.

Assessment of Applications

The student will be charged a fee for the assessment of recognition for RPL/CC.

A student's application for RPL/CC will be assessed and a decision made by the Executive Chair using CEH's Marking Guide for each UOC being assessed.

CEH will sight the original or certified copies of academic records/transcripts submitted by the student and check the validity and currency of the qualification

or statement of attainment. CEH may contact the issuing institution to verify the qualification, or third parties to verify references.

CEH will notify the applicant of the outcome of their application as soon as practicable, but no later than 15 working days after lodgment of a complete application.

CEH will give the student a written record of the assessment outcome.

All relevant documentation, including a copy of the decision will be retained on the applicant's file for two years after the student ceases to be an accepted student.

An applicant dissatisfied with the outcome of their application may request that the decision be reviewed in accordance with the *CEH Complaints and Appeals Policy and Procedure*.

Granting Course Credit

Where course credit is granted and the outcome reduces the student requirements for training and assessment connected to the credited UOCs, a student may be eligible for a proportionate reduction in fees.

Version Control

Approved by	Version #	Date
Management Committee	3	24 October 2009
Policy and Procedure Committee	4	23 April 2015
Education Operations Interface	5	1 July 2015
Policy and Procedure Committee	6	2 May 2016
Course Improvement Committee	7	18 July 2018
Senior Management Meeting	8	3 March 2019
Senior Management Meeting	9	18 May 2020
Next Review		May 2021