

## Course Credit

Course Credit is exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of competency currently held. Course Credit includes Credit Transfer and Recognition of Prior Learning which are described below. There are some general guidelines regarding Course Credit:

- Course Credit may be granted to students who are able to demonstrate appropriate prior learning or experience. During the enrolment process students will be asked, whether they wish to apply for Credit Transfer or Recognition of Prior Learning. It is imperative that students understand that these options are open to them.
- You may be eligible for Course Credit and not realise it. Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and life experience. You could have your existing knowledge and skills formally recognised.
- Where Course Credit is granted against Units of Competency of a Qualification you are planning to enrol in, the duration in which the student is expected to complete the course will be reflected by a consequent reduction in the course duration.
- Students will be asked whether they accept the granting of Course Credit by signing a Feedback form. The process of granting Course Credit by Credit Transfer or Recognition of Prior Learning is described below.
- Students may also appeal against any Course Credit decisions.
- Melbourne College of Hair and Beauty will give the student a copy of the Course Credit for their records and retain the original on file for a minimum of two years.
- Melbourne College of Hair and Beauty will report any reduction of course duration either by indicating a change in the Certificate of Enrolment or via PRISMS under section 19 of the ESOS Act depending on the timing and granting of Credit Transfer.

### What is National Recognition?

Melbourne College of Hair and Beauty recognises the qualifications that are presented by any student, provided that they are original (or verified) copies from any Australian Registered Training Organisation. National Recognition underpins the Credit Transfer principle.

### What is Credit Transfer?

Credit Transfer is a process that provides credit for a unit of competency previously achieved. This means that if you have completed a unit of competency at another Australian Registered Training Organisation, that is identical to one in which you are currently enrolled you may be eligible for Credit Transfer so that you won't need to complete that unit of study again. For Credit Transfer, you must bring along with you the original Statement of Attainment or Certificate or send certified/verified copies if applying overseas and you will not be required to undertake the RPL procedure. Units of competency are defined in Training Packages which are periodically updated, so there can be occasions where a unit of competency that you have completed may not exactly map into the new unit of competency; in these cases, you will be referred to the Recognition of Prior Learning process.

### What is Recognition of Prior Learning?

Recognition of Prior Learning, or RPL, means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards of entry to, and/or partial or total completion of a qualification. It is the acknowledgement of a person's current skills and knowledge, no matter how, when or where the learning occurred. For cases where the formal learning is through an Australian Registered Training Organisation, the process of Credit Transfer describe above is initiated. RPL is an important assessment pathway, particularly for people who are considering undertaking courses at Registered Training Organisations in Australia. The recognition

## Course Credit

gained may considerably reduce the study time needed. Your knowledge and skills are assessed against competencies of the qualification you want to achieve.

The following may also be taken into account during your assessment:

- your performance in paid and unpaid work experience,
- results from formal training and education,
- evidence that required learning and competency outcomes have been achieved during informal learning.

Usually, you will have developed and demonstrated your skills through a combination of your work, learning and life experiences. To have your prior learning recognised, you must be able to show that your skills are still current and meet today's industry standards. You will need to produce evidence of your skills and knowledge. You will also need to provide contact details of people (third parties) who can confirm your competencies, skills and knowledge. These people might be supervisors or others in your community, who have seen your skills being demonstrated.

Melbourne College of Hair and Beauty does not generally offer Course Credit by Recognition of Prior Learning prior to granting of a Visa, as often practical demonstrations are required in the assessment process to confirm competency. In compelling circumstances, supported with verifiable third-party evidence, RPL may be granted prior to the granting of a Visa, which will be dealt with on a case-by-case basis. Students may be required to verify practical skills after they commence studies as a pre-requisite for some units of competence. Any subsequent skills gap training will incur no cost for the student.

### Recognition of Prior Learning Procedure

Are you a suitable student to have your prior learning recognised?

There are four steps to receiving recognition of your prior learning:

#### Step One:

Decide on the learning, work experience and previous training you want recognition for. Then you the student completes a Candidate Information and Application Form and submits the completed form with any fees payable.

#### Step Two:

Upon receipt of the Candidate Information and Application Form and fees payable, the Chief Executive Officer will appoint a suitable assessor whose function will be to assist the student with their application process and then to assess the evidence provided in relation to the RPL application.

#### Step Three:

The qualified assessor will make contact with the student as soon as practicable, but usually within 5 working days, to discuss the application and a meeting will be arranged at a mutually convenient time. Think about how you will demonstrate your skills and knowledge for the RPL process.

#### Step Four:

The student will be expected provide evidence and all verified documentation to support the RPL application for the qualification they are enrolled in. The RPL process will consist of an interview between assessor and the student which may include observation of practical skills. The assessor will then assess the evidence to the principles of validity, reliability, flexibility and fairness.

## Course Credit

A copy of the student RPL application form and all verified supporting documentation will be placed on the student file. The assessor will provide a written report to the Chief Executive Officer in relation to the assessment of the evidence provided and the outcome as soon as practicable. The Chief Executive Officer will write to the student confirming the results of the assessment and if necessary ask for additional evidence to be provided.

Where the Assessor provides the final written confirmation that the evidence is sufficient to determine competency in each of the units of competency for which RPL has been applied for, the Chief Executive Officer will grant the RPL and it will be recorded as a "Competent" outcome in the student's file and the student will also be sent a letter confirming the assessment result.

Where the Assessor has determined that there has been insufficient evidence to warrant a "competent" assessment, the student will be notified in writing and information regarding the Assessment Appeal Process will be provided. Students may use the College appeal procedure if dissatisfied with the outcome of their RPL applications. Students wishing to appeal an RPL assessment decision should complete an Assessment Appeal form and return it to the Chief Executive Officer within five days of having been notified of the formal assessment decision. The assessment appeal procedure must be completed within one month of receipt of the Assessment Appeal form.

If this time elapses and the student has not providing supporting evidence to substantiate the application, an additional application and assessment fee must be paid, if the student wishes to continue with the appeal process. The Chief Executive Officer will appoint an assessor (not being the assessor who undertook the initial assessment) to:

- Make contact with the student to discuss the basis of their appeal
- To review the evidence provided together with any additional evidence which the student is able to provide
- Make a final assessment decision
- Report the final assessment decision in writing to the Chief Executive Officer

The Student Administrator will update the Records and Student File to record the relevant result against each unit of competency. The Chief Executive Officer will send a letter to the student confirming the assessment result. All students applying for RPL and Credit Transfer will be provided with a Feedback form. On this form the student will be required to indicate whether they accept or not accept the Course Credit granted. This feedback will be used to review the RPL and Credit Transfer procedures adopted by Melbourne College of Hair and Beauty. This feedback will be used to review the RPL and Credit Transfer procedures adopted by Melbourne College of Hair and Beauty.