

RPL and Credit Transfer Policy & Procedure

Policy/Purpose:

Details the process for students and staff members who wish to lodge a complaint or appeal concerning a decision that ACDC has instigated or failed to instigate.

Scope:

All clients of ACDC who have applied for Credit Transfer and/or RPL (Recognition of Prior Learning).

Procedure:

	Responsibility	Steps
1	Academic Manager/ Administrative Officer	<p>Prior to the student formally applying for RPL/Credit Transfer, the student should be advised in the following:</p> <ul style="list-style-type: none"> • Whether the RPL/Credit Transfer is appropriate. • No graded result can be obtained • For RPL applications there is a cost of \$500.00 per unit of competency. For Direct Credit transfer application there is a cost of \$200.00. This is not a guarantee that the RPL/Credit will be approved. <p>When the RPL/Credit Transfer is sought by an overseas student, the student should be advised:</p>

Melbourne City Institute Pty Ltd T/A Australian City Design College	ABN: 87618364319	RTO: 45353	CRICOS: 03684J
Melbourne: Suite 802, 343 Little Collins Street, Melbourne VIC 3000	Adelaide: Level 7, 118 King William Street, Adelaide SA 5000		
Phone: 1300 159 058	Website: www.acdc.edu.au		
Document Number: P08	Document Name: RPL and Credit Transfer Policy and Procedure	Modified by: B Chao	
Version: 3	Review Date: Dec 2026	Modified on: 07/02/2024	

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		<ul style="list-style-type: none"> Where RPL/Credit Transfer is granted before the issue of a visa, the net course duration (as reduced by RPL/Credit) must be indicated on the eCoE issued for that student. Where RPL/Credit Transfer is granted, the student's course must be reviewed so that student has a full time load.
2	Academic Manager/ Administrative Officer	<p>Provide applicant with:</p> <ul style="list-style-type: none"> F10 RPL/Credit Transfer Application Competency information including elements and performance criteria Advice as to appropriate evidence for successful application and samples of evidence Instructions on how to lodge the application and relevant <p>time frames as listed in this procedure and advice to student in relation to the timing of their application.</p>
3	Academic Manager/ Administrative Officer	<p>The student must enroll in the course, including the units of competencies, which are within the scope of the request for RPL/Credit Transfer.</p> <ul style="list-style-type: none"> On enrollment and receipt of the completed application

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		<ul style="list-style-type: none"> RPL/Credit assessment fee, <p>the RPL/Credit Transfer application is passed to the assessor/s.</p> <p>If the student is currently studying fulltime, the student must attend all timetabled classes until the application for RPL/Credit Transfer has been assessed.</p>
4	Assessor/s	<p>Conduct assessment within 14 working days of receipt of application (unless further information is sought from applicant)</p> <p>Complete the RPL/Credit Transfer Form detailing competencies, which have been granted or not granted RPL/Credit Transfer and forward form to Administration.</p> <p>When assessment is finished, return all documentation to administration.</p>
5	Academic Manager	<p>An interview with the applicant is made to discuss the outcome of the RPL/Credit Transfer assessment including:</p> <ul style="list-style-type: none"> future training needs for any granted RPL/Credit The need for any additional evidence Reasons for RPL/Credit Transfer not being granted Advising the applicant has seven working days within to lodge an appeal to the Academic Manager requesting a review of evidence

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		<p>and/or assessment decisions.</p> <p>The Academic Manager will investigate the request within 7 working days and advise the applicant of the outcome.</p> <p>The decision of the Academic Manager is final. Any decision made by the Academic Manager in relation the applicants appeal is noted on a new RPL/Credit Transfer form.</p> <ul style="list-style-type: none"> Enrolled applicants will be advised that they can appeal the decision through ACDC's F08 Appeal Form P-103 Complaints and Appeals policy.
6	Administration	All original documents are returned to the student, and signed off copies (by the applicant and assessor) retained in the applicants student records.
	Academic Manager/ Administration	<p>In relation to overseas students:</p> <ul style="list-style-type: none"> If the RPL/Credit is granted before the overseas student has obtained a visa, the student must be informed of the actual net course duration (as reduced by RPL/Credit) and also replicated in the eCoE issued for that student for that course. If a RPL/Credit is granted after an eCoE has been raised, any alterations to the student's course duration, must be reported via PRISMS. In such cases the institute must inform the student that it is a condition of their

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		<p>visa that they be enrolled in full-time study. If they finish their course early, the student must either:</p> <ul style="list-style-type: none"> ○ enroll in another CRICOS-registered course ○ Depart Australia immediately unless they have been given authorization by DIBP to remain in Australia. <p>If ACDC grants an overseas student a RPL/Credit which leads to a reduced study load, ie contact hours per week, the institute must not allow the student to study less than a full-time load as defined by the ESOS National Code.</p>
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Related Documents/Forms/Policies:

F10 RPL/Credit Transfer Assessment

F08 Appeal Form

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