# Course Credit and Recognition of Prior Learning Policy

## 1. Purpose

Course Credit and Recognition of Prior Learning (RPL) Policy and procedures support Standards 1.6 and 1.7 of the Standards for RTOs 2025 and Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, ensuring that students with prior skills, knowledge, and competencies are supported to seek Recognition of Prior Learning (RPL) or, where they have completed an equivalent training product, to obtain a credit transfer to progress through the relevant training product.

The policy aims to ensure quality, integrity, and consistency in recognising and assessing prior learning and competencies through either the Credit Transfer or Recognition of Prior Learning (RPL) process, while also ensuring the delivery of high-quality, valid, and reliable education and training services focused on positive student outcomes.

In line with Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the Future Culinary Academy (FCA) has implemented this policy and procedure for assessing and recording Recognition of Prior Learning (RPL), and for granting and recording course credit, where it intends to assess RPL or grant course credit.

## 2. Scope

This policy applies to all the students applying to study a VET (Vocational Education and Training) course with Future Culinary Academy (FCA).

## 3. Responsibility

CEO and Academic Coordinator will be responsible for the implementation of this policy and to ensure that staff members and students at Future Culinary Academy (FCA) are aware of its application and that the staff implements its requirements.

Future Culinary Academy (FCA) will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evident by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

## 4. Definitions

**Credit:** 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.

**Course Credit-** is defined by the National Code 2018 as follows: "Exemption from enrolment in a particular part of the course because of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

**Credit Transfer (CT) –** This means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

**Such as:**

1. Unit/module is the same, i.e., same code and title.
2. Unit/module has been reviewed, and this results in minor changes to the unit/module code, e.g., B to C. This indicates that the learning outcomes of the unit/module have remained the same.

3. Unit/module has been transferred from another training package/curriculum and recorded; however, the learning outcome remains the same.

**AQF certification documentation** means the set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

**VET -** Vocational Education and Training

***Training product*** means an AQF qualification, a skill set, a unit of competency, accredited short course or module

**Recognition of Prior Learning (RPL) -** Recognition of prior learning means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

**DHA**: Department of Home Affairs

## 5. Requirements

- Future Culinary Academy (FCA) is committed to ensuring that all students are provided with fair, transparent, and consistent opportunities to have their prior learning, skills, knowledge, and achievements recognised through either Recognition of Prior Learning (RPL) or Credit Transfer (CT).

- Future Culinary Academy (FCA) recognises AQF qualifications and statements of attainment issued by any other registered training provider. As a result, students who have completed the same unit(s) at another institution will be provided credit transfer for the units completed previously.

- Decisions regarding credit transfer will be based on evidence of prior completion of an equivalent training product, demonstrated by AQF certification documentation or an authenticated VET transcript, unless restricted by licensing, regulatory requirements of the training product. Where a student presents a superseded unit which is deemed equivalent to current version of unit of competency on national training register, credit can be granted without the need for mapping unit outcomes.

- Similarly, decisions relating to Recognition of Prior Learning (RPL) will be based on evidence of prior skills, learning, and experience, and will be undertaken in accordance with FCA's Assessment Policy & Procedures.

- All decisions will preserve the integrity of the award and comply with the requirements of the underpinning educational framework. FCA will operate under principles of fairness and equity in implementing this policy and procedure.

## 6. Procedures

### Student Information and Awareness

Students will be provided with information about the Credit Transfer and RPL policy and procedures prior to enrolment through FCA's marketing materials, such as the Student Handbook, the Enrolment Kit, and this Credit Transfer and RPL policy available on FCA's website (www.thefca.edu.au), ensuring students are aware of the process for seeking Credit Transfer or RPL opportunities.

They will also be informed during their Pre-Training Interview (held prior to enrolment) and orientation (held prior to course commencement) about the availability of Credit Transfer and RPL opportunities and the associated procedures, ensuring they fully understand their options.

## 6.1 Credit Transfer Procedures

### 6.1.1 Application Process and Timing

- Students are requested to complete and submit the "Credit Transfer Application Form" available on FCA's website www.thefca.edu.au if they wish to apply for credit transfer to the Administration department or reception. This can be done prior to enrolment or as soon as practicable.

  The application for Credit Transfer must be submitted along with supporting evidence, which must include a copy of the certification documentation issued by another RTO or AQF-authorised issuing organisation. Any documents submitted in support of a Credit Transfer request, such as Statements of Attainment, Results, or Official Transcripts, must clearly identify the units successfully completed, including unit codes, unit names, and dates of completion. Students may include copies of verified Awards, Statements of Attainment, Records of Results, or original documents.

  If students are submitting verified copies of Awards, Statements of Attainment, or Records of Results, certified copies are acceptable. Certification can be completed by qualified professionals, including architects, chiropractors, conveyancers, dentists, legal practitioners, medical practitioners, migration agents, nurses, pharmacists, and others.

  A full list of people authorised to certify copies of original documents is available at: https://www.justice.vic.gov.au/certifiedcopies.

### 6.1.2 Verification and Evidence Assessment

- Once FCA receives the completed Credit Transfer application form along with supporting documents, FCA's designated staff will verify the authenticity of the original AQF certification documentation provided to the institute by accessing the USI transcript service or by contacting the issuing organisation before granting credit transfer.

- If at any later stage during student's course of study, FCA becomes aware that a student has provided fraudulent documents in support of their Credit Transfer application, the credit transfer decision will be revoked with immediate effect.

### 6.1.3. Equivalence and Mapping Analysis

Students who have completed an equivalent training products will be eligible to obtain a credit transfer; FCA will assess equivalence before granting Credit Transfer. Equivalence may be demonstrated by:

- A unit of competency with the current unit code and title.
- A superseded unit of competency determined equivalent by the training package (as published on the National Register).

As a best practice, FCA may conduct a mapping analysis for units that have been superseded twice or more, despite still being deemed equivalent, to ensure that the assessment of competence remains relevant. Credit Transfer may be refused if gaps are identified.

### 6.1.4. Alternative Pathways

If Credit Transfer is not granted because the unit of competency is not deemed equivalent, FCA will provide students with a clear explanation and outline appropriate alternative pathways, such as Recognition of Prior Learning (RPL) or gap training. Each case will be reviewed individually, and gap training will be discussed and implemented as required.

### 6.1.5. Documentation and Record-Keeping

The supplied copies of AQF Certification documentations used as the basis for granting Credit Transfer will be securely stored in the student's file.
The granting of Credit Transfer will be notified to the student in writing, recorded and retained in the student's file.

## 6.2 Recognition of Prior Learning (RPL)

Future Culinary Academy (FCA) recognises that students may already possess skills and knowledge gained through previous work experience, formal or informal training, or other learning pathways. Students who believe they meet the requirements of a unit of competency through such experience may be eligible to apply for Recognition of Prior Learning (RPL).

This may include, but is not limited to:

- Work performed in current or previous roles
- Industry-relevant tasks and responsibilities
- In-house or formal training programs
- Community-based learning
- Overseas qualifications or experience

To apply, students may need to provide:

- A current résumé and/or work performance appraisals
- Job descriptions and position statements
- Certificates from in-house or external training
- Contact details for supervisors, clients, or referees who can confirm their skill levels
- Evidence such as project work, portfolios, or transcripts of qualifications completed.

If the evidence provided is relevant to the course for which the student is applying or enrolled, FCA will assess the application to determine suitability. FCA may request additional evidence while assessing the student's RPL application.

**Note:** An application for RPL must be lodged in writing using the RPL Application Form available on FCA's website www.thefca.edu.au or obtained from the Future Culinary Academy (FCA) reception, along with the supporting evidence mentioned above.

### Procedures

### 6.2.1. Application process

- Students will be required to answer questions related to RPL during the Pre-Training Review (PTR) conducted prior to enrolment if they wish to apply for Recognition of Prior Learning. If they choose to apply for RPL, FCA will send the RPL Application Form to the student.

- Students will be further informed about RPL options during the PTR interview, conducted after receiving the application and PTR form, and prior to enrolment.

- An RPL application must include a completed RPL Application Form along with all relevant evidence of work experience and details of where the learning has occurred.
- Applications will not be accepted unless all required information is provided.

  Students requesting RPL will be advised of:
  - The specific evidence required
  - Suggestions for obtaining it (e.g., supervisor verification, previous projects, transcripts, completed qualifications, work experience, in-service training, community-based learning, overseas education/training/experience).

**6.2.2 Submission and Verification of Documents**

- All RPL Applications are to be submitted to the administration department/reception in the first instance along with certified supporting documents. Where originals are required for verification, authorised Future Culinary Academy (FCA) staff from the Administration department or representative will sight the original and record "original sighted" (with the date and their name) as a note in the student's SMS record. Future Culinary Academy (FCA) will at no time accept and retain original certificates.
- FCA will ensure that all staff involved in RPL processes understand that granting inappropriate or unsupported Recognition of Prior Learning (RPL) can compromise public safety, diminish industry confidence, and negatively impact the reputation of the VET sector.
- The application and supporting documentation will be saved in the student's file in the SMS.

**6.2.3. Assessment of Application**

Applications will be forwarded to a qualified RPL assessor, who will make the RPL decision after reviewing the documentary and knowledge evidence, conducting a technical assessment, and reviewing performance evidence. The assessor will ensure that evidence is:

- **Valid** – the evidence is directly relevant to the unit requirements and demonstrates that the student possesses the skills and knowledge described in the training product.
- **Authentic** – the evidence is genuinely produced by the student
- **Current** – the evidence is recent enough to reflect the student's current skills and knowledge.
- **Sufficient** – the evidence provides enough proof to make a sound decision

The assessment process will be **fair, flexible, valid, and reliable**, in line with FCA's Assessment Policy and the Principles of Assessment and Rules of Evidence (Standard 1.4 of 2025 Standard for RTOs).

**Staff Responsibilities and Quality Assurance**

- All staff involved in the RPL process must understand that granting inappropriate or unsupported RPL can compromise public safety, diminish industry confidence, and negatively impact the reputation of the VET sector.
- To mitigate these risks, RPL decisions must:
  - Be based only on valid, sufficient, current, and authentic evidence as mentioned above.
  - Be conducted solely by assessors who meet the requirements of the Standards for RTOs 2025, including the Credential Policy.
  - Be documented in full and verified in line with FCA's Assessment Policy and compliance procedures.

**6.2.4. Additional Evidence**

If evidence is insufficient, the student will be advised in writing and given a submission date for additional documentation.
Each case will be reviewed individually, and gap training options will be discussed and implemented as required.

### 6.2.5. Notification of Outcome

Applicants will be informed in writing whether:
- The RPL application has been granted.
- The application has been denied (with reasons provided); or
- Further evidence is required.

**Note:** Students will have access to FCA's Feedback, Complaints, and Appeals Policy and Procedures, available on FCA's website www.thefca.edu.au, should they wish to dispute an outcome. All decisions will be documented and communicated in writing to the student, with records retained in the student's file.

### 6.2.6. RPL Policy for overseas qualification

**Verification of vocational/academic competence**

- Future Culinary Academy (FCA) will endeavour to verify the academic qualifications & vocational competence by assessing overseas qualification via the interview process, if required.

- All overseas qualifications will be reviewed and assessed, where relevant, with reference to the Australian Qualifications Framework (AQF) and the official Country Education Profiles (CEP). Verified equivalencies will serve as supporting evidence of prior learning; however, applicants must still demonstrate current competency against the specific performance criteria of the relevant units of competency through FCA's established RPL assessment process.

- Students applying for RPL into Future Culinary Academy (FCA)'s training package units will have to provide a verified overseas qualification, a transcript and a detailed breakdown of the curriculum covered under the units that the student is claiming RPL for. Future Culinary Academy (FCA) will employ a suitably qualified assessor to conduct the assessment of the RPL request.

## 7. Processing Time and Outcome of the Credit Transfer and RPL

**Credit Transfer**

The Admin/Student Support Officer will assess the Credit Transfer application. The outcome will be given within 14 working days of receiving the completed application and all supporting documents.

**Recognition of Prior Learning (RPL)**

The RPL process typically takes 12–16 weeks from the application, provided the applicant submits all documents and evidence by the deadlines in the RPL Student Handbook. Late submissions may extend this.

Where RPL or course credit is granted, the student's academic transcript will record "CT" (Credit Transfer) or "RPL" instead of "Competent."

If RPL or course credit shortens the student's course duration, the /Student Support Officer will update the Confirmation of Enrolment (CoE) accordingly.

Students will be required to notify FCA of their confirmation and acceptance of the outcome by signing a letter confirming their agreement, which will be stored in their student file.

FCA will maintain a Credit Transfer Record Register to document all student's applications and outcomes.

## 8. Granting RPL or Course Credit

If Recognition of Prior Learning (RPL) or Credit Transfer is granted to a student, Future Culinary Academy (FCA) will provide the student with a written record of the decision for acceptance. FCA will retain a copy for two (2) years after the student ceases to be an accepted student.

If the granting of RPL or course credit reduces the overseas student's course duration, FCA will:

- Inform the student of the reduced course length following the granting of RPL or course credit.
- Issue the Confirmation of Enrolment (CoE) only for the reduced duration of the course.

Furthermore, if RPL or course credit is granted after the overseas student's visa has been issued and results in a reduced course duration, FCA will report the change in course duration to the Department of Home Affairs via PRISMS.

**Associated Documents:**

- RPL Application Form
- RPL Student Handbook
- Assessment Policy & Procedures
- Credit Transfer Application Form
- Credit Transfer Record Register