

ISLAND  
**Health College**

ISLAND HEALTH COLLEGE - RTO 60036

RECOGNITION OF PRIOR LEARNING (RPL) and CREDIT TRANSFER

INFORMATION PACKAGE

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## Recognition of Prior Learning (RPL) and Credit Transfer Process

Please read through the following information, which explains the RPL and Credit Transfer process and the steps you will need to undertake.

### Description of RPL:

RPL involves an assessment process that involves assessment of an individual's relevant prior learning, (including formal, informal and non-formal) to determine credit towards a Qualification.

### Description of Credit Transfer:

Credit is the process of recognising the **equivalence** of studies previously undertaken and completed successfully through formal education and training where evidence provided by a client carries the Nationally Recognised training code from the Training Packages under the VET sector.

The Island Health College recognises equivalent evidence issued by other Registered Training Organisations (RTO's) which meet the same criteria as units currently taught and are on our scope of registration.

Credit transfer is given for a specified unit/module with the same title and unit code based on successful completion of the unit. The Learner does not need to be assessed against the unit/module, however evidence of completion in the form of a certified copy of results/academic transcript/ Statement of Attainment issued another RTO needs to be attached to the Application for Exemption for a unit.

### Lodgement of Applications:

Applications must be lodged at least 28 days prior to class commencement in your chosen qualification, to allow for assessment (once a qualification has commenced an application for Recognised Prior learning will not be accepted.)

### Fees and Charges:

- A **\$150.00** non-refundable application fee MUST be paid when submitting your application, whether for RPL or direct credit.
- The processing fee for RPL is set at **60%** of the cost of each unit of competency or qualification. Please contact the college for the exact fee amount for your application.
- There is no charge for a Credit Transfer where the evidence shows a direct correlation of equivalence.

### Payments:

For direct deposit payments (please include your surname as a reference): Island Health College, ANZ Bank, BSB: 017 010 Account No: 9008 54757

Cheque, Cash, & EFTPOS facilities are also available at the College. Payment by credit card will attract 1.5% surcharge.

### **The Assessment Process:**

To have skills formally recognised in the national system, assessment will be made by a qualified Assessor to ensure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints to help you prepare for your meeting with the assessor:

- Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
- Bring your position description and any performance appraisals you have from any industry related shops/offices/facilities you have worked in.
- Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
- Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to verify your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
- Collect any certificates from in-house training or formal training you have done in the past.
- You can speak with training organisation about other ways you can show your skills in the industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

### **Appeals Process:**

If you disagree or are dissatisfied with the RPL process you have the right to see the report of the assessment and to have this reviewed. All RPL appeals must be lodged to the Manager of the College within 14 days, of the notification of the RPL assessment results being received by the applicant.

## **STEP 1. Evaluate and gather your evidence**

- (i) We will only accept formal Qualifications if evidence of currency can be proved.

To prove currency you must meet the following criteria:

Current member of an Association

Certificate of currency of Insurance

Currently practicing as a Massage Therapist.

Evidence from your Association that you have been accepted as a provider by health funds (if applicable)

- (ii) You will need to review details of the Elements and Performance Criteria and Knowledge Evidence for qualifications and units to ensure that you are able to meet this criteria and provide the College with evidence. These are available from [www.training.gov.au](http://www.training.gov.au)

- (iii) Gather as much information as you can about your experience relevant to the units of competency. This is your first opportunity (and not the last) to provide proof of your variety of skills and knowledge. Please supply examples of work and/or personal learning history which will support your application. These could include:

- brief CV or work history
- certificates/diplomas/degrees/results of assessment/performance appraisals
- samples e.g. photographs, of work undertaken
- diaries/task sheets/job sheets/log books
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from current or previous employers/supervisors and colleagues
- for a history of self-employment, evidence that you have been in business, and utilising the competencies you are claiming for, e.g. certificate or registration of the business name and a full description of the work undertaken and the goods or services provided, supported by a statutory declaration
- industry awards
- statutory declarations from clients confirming full details of work performed by you for them, including dates of this
- any other documentation that may demonstrate relevant knowledge, skills and experience
- Current first aid certificate

- (iv) You must provide certified copies (not originals) of official documents and other evidence.

- (v) Information in your RPL application must be true and correct.

- STEP 2.** Ascertain whether or not you feel you have the required evidence for submission of RPL and or Credit Transfer to proceed with your application.
- STEP 3.** Submit your Application, along with your application fee of \$150.00.
- STEP 4.** The College will advise you of the estimated cost of your RPL submission.
- STEP 5.** Advise the College in writing (email is acceptable) that you wish to proceed and submit evidence for assessment.
- STEP 6.** The College will issue you with an invoice and payment is required within seven (7) days from the date of the invoice.
- STEP 7.** The College will assess your evidence and may contact you to arrange an interview or to supply more evidence if required.
- STEP 8.** The College will inform you of your RPL assessment results within 21 days.



I certify that the information supplied by me and/or attached to this form is true and correct to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Island Health College office use only.		
	Date	Sign
Received by Admin		
Sent to MYOB for processing		
Contacted the Learner/applicant		