

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)



1. Application for Credit

Credit Transfer (CT)

- All students will be offered the opportunity to apply for credit transfer for previously completed studies. Students can apply for Credit Transfer by completing a *Credit Transfer Application Form* and providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.
- All evidence provided as part of an application for Credit Transfer will be authenticated by Clinton Institute by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.
- Clinton Institute will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

Recognition of Prior Learning (RPL)

- Recognition of Prior Learning is available for all Courses and all students are offered the opportunity to participate in RPL upon enrolment.
- A student may apply for RPL by completing an RPL Application Form and providing supporting evidence that meets the relevant unit of competency requirements.
- A streamlined RPL process has been developed which requires the student to make a self-assessment of their skills, participate in an interview with an assessor, provide documentary evidence and demonstrate practical skills where relevant.

2. Assessing Credit

Credit Transfer (CT)

- Where a student provides authenticated evidence of obtaining Unit/s issued by another RTO or authorised issuing organisation, Clinton Institute will provide Credit Transfer for that unit where it is a unit listed in the student's course of enrolment with Clinton Institute.
- Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit or module is not listed in the student's course of enrolment with Clinton Institute, an analysis as to the equivalence of the study completed with the units in the student's enrolment with Clinton Institute will be undertaken.

Recognition of Prior Learning (RPL)

- RPL supporting evidence including but not limited to: self-assessment, interview participation with assessor, documents which demonstrate practical skills, and portfolio of work (If relevant)

Successful RPL assessment must be supported by evidence which demonstrates the student's competency in all Unit of Competency requirements.

3. Credit application outcomes

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)



- Students will be advised of the outcome of their Credit application in writing.
- Where there are significant Credits granted, this may result in a reduction of the Course fees, which will be advised at the same time.
- The result of Recognition of Prior Learning (RPL) and Credit Transfer (CT) will be recorded for any relevant units on the student management system.
- Students may appeal the decisions made about their Credit application by following the *Complaints and Appeals Policy & Procedure*.

International students

In the event Clinton Institute grants RPL or CT that reduces the overseas students course length, Clinton Institute will:

- Inform the student of the reduced course duration following granting of RPL or CT and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
- Report any change in course duration in PRISMS if RPL or CT is granted after the overseas student's visa is granted.
- A record of acceptance of the credit must be kept for International Students for a minimum of two (2) years after the overseas student ceases to be an accepted student.

For further inquiries please email: admission@clinton.edu.au