



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**



**INTERNATIONAL STUDENT  
SKILLS RECOGNITION POLICY**

**EFFECTIVE: JULY 2018**

**VERSION: 2.1**

## CONTENTS

1. POLICY STATEMENT .....	3
2. SCOPE .....	3
3. BACKGROUND .....	3
4. DEFINITIONS AND ACRONYMS .....	3
5. PROCEDURES.....	4
6. RELATED POLICIES AND OTHER RELEVANT DOCUMENTS.....	6
7. RELEVANT LEGISLATION .....	6
8. REVIEW DATE .....	6
9. CONTACT INFORMATION .....	7

## 1. POLICY STATEMENT

This policy outlines the administration of the skills recognition process in compliance with the *National Code of Practice for Providers of Education and Training of Overseas Students (the National Code) 2018*; the Department of Home Affairs visa study load requirements; and the *Standards for Registered Training Organisations (SRTOs) 2015*.

## 2. SCOPE

This policy applies to the skills recognition process for onshore international students prior to enrolment (advanced standing for admission) and post enrolment (recognition of prior learning – RPL). This policy is intended to set out outlines the RPL skills recognition process for these students including the agreed process for applying fees and charges to international students requesting RPL through an assessment pathway.

## 3 BACKGROUND

RPL is outlined in clauses 1.8 and 1.12 of the SRTOs, and is defined therein as: “*an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses*”.

Standard 2 of the *National Code 2018* states that institutions accepting international students must appropriately recognise and grant course credit (RPL) and subsequently adjust the duration of study for successful students.

Further, clause 3.5 of the SRTOs states that RTOs must provide course credit for students who have been issued AQF certification documentation by any other RTO (mutual recognition).

## 3. DEFINITIONS & ACRONYMS

<b>Advanced Standing for admission</b>	Recognition granted to a student on the basis of previous study (credit transfer) and/or experience (recognition of prior learning), exempting the student from a particular course, subject or unit.
<b>Credit transfer</b>	The granting of status or credit by an institution or training organisation to students for units of competency completed at the same or another institution or training organisation.
<b>Formal Learning</b>	Refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment; for example a certificate, diploma or university degree.
<b>Informal Learning</b>	Refers to learning that results through experience of work-related, social, family, hobby or leisure activities; for example the acquisition of interpersonal skills developed through several years as a sales representative.

<b>Mutual Recognition</b>	Qualifications and statements of attainment issued by any RTO are accepted and recognised by all other RTOs. Students are granted an exemption for units identified through mutual recognition.
<b>Non-Formal Learning</b>	Refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment; for example in-house professional development programs conducted by a business.
<b>Recognition of Current Competency</b>	The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency and is now required to be reassessed to ensure that the competence is being maintained.
<b>Recognition of Prior Learning (RPL)</b>	an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

#### 4. PROCEDURES

##### 5.1 Communication to students

5.1.1 International students will be advised of the skills recognition policy via:

- The *TIWA International Course Guide* (text and web based versions);
- TIWA's International Student Support Information booklet (text and web based versions);
- TAFE college's international student orientation sessions;
- TAFE college's international student handbooks; and
- TAFE college learning and assessment plans.

##### 5.2 Advanced Standing for admission (Pre-Enrolment)

5.2.1 A review of students' previous educational achievements and work experience will be undertaken by TIWA's Admissions staff in the assessment of the student's application. This will include mutual recognition of previous qualifications as appropriate.

5.2.2 TIWA's Admissions staff will consult relevant TAFE college staff, as required, to ensure that the most appropriate course entry point for the student is recommended.

5.2.3 Designated TAFE college staff will assess the student's application and make a recommendation as to the appropriate course entry point within 10 working days of receiving the application from TIWA.

5.2.4 This review will not result in formal recognition or the issuing of a qualification to the student.

##### 5.3 RPL Process (Post Enrolment)

- 5.3.1 Formal requests for RPL must be submitted by the student to the relevant TAFE college. To lodge an application, the student must have a current enrolment in the course/unit for which they are seeking RPL.
- 5.3.2 A student seeking RPL will have their application and supporting documentation assessed against the unit/s of competency for the relevant course. This will be undertaken by designated staff at the relevant TAFE college, in accordance with that TAFE college's RPL policy.
- 5.3.3 Students who have submitted an RPL application should continue to attend class until they have been formally notified as to the outcome of the application.
- 5.3.4 Credits granted as a result of RPL assessment will be recorded on the student's academic transcript.
- 5.3.5 The college will send RPL applications, including evidence used to assess the application; to TIWA.

#### **5.4 Outcome of a successful RPL application**

##### **Fees**

- 5.4.1 When a student has been assessed as eligible for RPL for a unit(s), the International Centre Manager TAFE will ensure that the *Course Adjustment Form* is completed. This form indicates the percentage of the total course the student is claiming RPL for. This is based on the total Student Contact Hours (SCH) for the course.
- 5.4.2 The International Centre Manager TAFE will forward the completed *Course Adjustment Form* to the Manager Student Services TIWA. The Manager Student Services will review the form and calculate the charge which is 70% of the total course or unit fee, and calculated pro-rata according to the date the RPL was approved.
- 5.4.3 Any refund due to the student will be either:
- credited towards the student's fees for the following semester; or
  - paid directly to the student's nominated bank account if the RPL is granted in the student's final semester.

##### **Adjustment to a student's program of study**

- 5.4.4 When RPL is granted, a student's program of study should be re-scheduled, where practical, by bringing units forward or by using elective units; to maintain a full study load for the student. Please note that students do not need to undertake units which are additional to their current study program, in order to make up a full time study load for that semester.
- 5.4.5 If it is not possible to re-schedule a student's program as outlined in 5.4.4, due to the timetabling of units; then the TAFE college must provide documented evidence in the student's file that, although not possible, a genuine effort was made for the student to achieve a full study load in that semester.

#### **5.5 Outcome of an unsuccessful Post-Enrolment RPL application**

- 5.5.1 Students whose application for RPL is not successful will be notified in writing by the relevant TAFE college.

## 6 RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

- *International Student Fee Payment and Refund Policy*
- *International Student Tuition Fees and Related Charges Policy*
- *International Student Admissions and Enrolment Policy*

## 7 RELEVANT LEGISLATION

- *National Vocational Education and Training Regulator (NVR) Act 2011*
- *Vocational Education and Training Act 1996 and Regulations (General) 2009*
- *Education Services for Overseas Students (ESOS) Act 2000*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)*
- *Standards for Registered Training Organisations (RTOs) 2015*

## 8 REVIEW DATE

<b>Development Date</b>	September 2011		
<b>Revision History</b>			
<b>Review Date</b>	<b>Reviewer Name</b>	<b>Review Reason</b>	<b>Outcome and Changes</b>
August 2012 V1.0	Director Academic Strategy	Continuous improvement	This version is a rewrite and updating of RTO Policy 19
August 2013 V1.2	Director Academic Strategy	Feedback from ETI-STP Network members	Clarification of process
August 2014 V1.3	Director Academic Strategy	Feedback from ETI-STP Network members	Clarification of process
August 2015 V1.4	Director Academic Strategy	Continuous improvement	Policy updated to reflect introduction of <i>Standards for RTO's 2015</i>
July 2016 V1.5	Director Academic Strategy	Sectoral changes	Updated to reflect change from STPs to TAFE colleges; and from ETI to TIWA.
July 2016 V1.6	Director Academic Strategy	Continuous improvement	Clarification of process
September 2017 V2.0	Director Academic Strategy	Process change	Process updated as an outcome of meeting held with TAFE college representatives 4 May 2017
June 2018 V2.1	Director Academic Strategy	Continuous improvement	Minor amendments made to clarify text/explanations

**9 CONTACT INFORMATION**

TAFE International Western Australia  
Service Delivery Directorate