

## Skills Recognition - TAFE

You can apply for a Recognition of Prior Learning if you have worked in a particular industry, or performed community-based activities, or volunteer work – this experience can give you access to courses, or be credited to you.

You can apply for Credit Transfer if you have completed qualifications or courses through another training organisation.

Is this you?

- Have you worked in any industry before, but have no formal qualification?
- Have you done any volunteer work or participated in community-based activities?
- Have you acquired skills at home, or through your hobbies?
- Have you completed courses or subjects with another training institution?
- Do you have many years of experience within the job market?

If you have answered 'yes' to any of the above, you may be eligible for Recognition of Prior Learning (RPL) or Credit Transfer.

### The benefits

RPL and Credit Transfer:

- complete your studies sooner
- less of a study load (you don't need to attend classes handling subject matter you already know)
- choose to complete additional qualifications
- your skills receive the recognition they deserve

### How do I apply?

First, decide on the qualification or course which you would like to achieve. Then decide whether you are applying for RPL or Credit Transfer, or both. In a nutshell:

- apply for Credit Transfer if you have completed formal qualifications or courses through another training organisation
- apply for Recognition of Prior Learning if you have worked in a particular industry, or performed community-based activities, or volunteer work.

Complete an RPL or Credit Transfer form and submit the form to the relevant Faculty/School.

The processes for RPL and Credit Transfer are expanded below.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning is an assessment process which compares your non-formal and informal learning achieved against the learning outcomes of a particular course or qualification for which you are seeking entry or award. After applying, you may be required to attend a RPL interview – an oral interview; or attend a RPL workshop.

You may present any evidence that you feel will prove your competence in a particular area.

Evidence could include:

- a curriculum vitae
- letters from employers
- journals or workbooks
- products which you have developed, projects which you have worked on
- courses/seminars/conferences you have attended.

### How do I apply?

Complete a RPL form and submit the form to the relevant Faculty/School.

### What happens after I have applied?

You will be contacted by the relevant Faculty/School. The Faculty/School will notify you of the outcome.

### What happens if I am concerned about the outcome? Is there an appeals process?

Contact the Head of School or Faculty if you are concerned about the outcome of an RPL application. They will try and resolve any issues you may have. They will also provide you with information regarding the appeals process.

### How much will this cost?

You are required to pay the tuition fee for the unit of study(s)/modules as usual. If your application is successful the tuition fee relating to your total enrolment will be recalculated excluding the unit of study/modules you have been granted RPL in and a refund will then be made where necessary.

## Credit Transfer

If you have completed qualification or courses through another training organisation, you may be able to claim credit transfer. Credit transfer assesses the course or subject which you have completed against the destination course you want to access or which you want to be awarded. Credit transfer is one way of recognising study you have previously completed. Victoria University will recognise qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

Credit transfer is also available where Victoria University has developed structured qualification linkages from one course/qualification to another.

### How do I apply?

Complete a Credit Transfer form and submit the form to the relevant School.

### What type of evidence do I provide for credit transfer?

Provide a certified copy of the qualification or Statement of Attainment with your application (A certified copy is a photocopy that has been certified as a true copy of the original by a Justice of the Peace or similar person).

OR

Bring the original documents and a photocopy with you when lodging your application. The documentation you provide must clearly show the modules/units of competency completed.