



PGA IGI

RPL and CREDIT TRANSFER POLICY



OVERVIEW

PGA IGI offers students the opportunity to apply for the skills and knowledge that they already possess to be formally recognised without the student having to undergo the full training and assessment process. This means that students may not have to complete each full assessment task, but may be eligible to receive Recognition of Prior Learning (RPL) for all or part of the nationally recognised PGA IGI Programs. Where recognition is granted, the student is granted full equivalent status equal to those who would normally complete the program by attendance, assessment and competency achievement.

POLICY

PGA IGI is committed to providing up to date and relevant Recognition of Prior Learning (RPL) and Credit Transfer information to all students at enrolment and whilst enrolled. PGA IGI staff will provide support and guidance regarding RPL and Credit Transfer enquiries in a timely manner.

PGA IGI offers all participants the opportunity to apply for Recognition of Prior Learning or Credit Transfer upon commencement of the qualification and throughout the enrolment period.

- Students wishing to apply for RPL should complete the application form on the Fairway
- The PGA IGI will not issue a Testamur and or a Statement of Attainment that is achieved wholly through RPL at another RTO
- Consideration of prior learning will focus on the relevance of the prior learning to Performance Evidence and Knowledge evidence of the unit of competency.
- The PGA IGI will formally recognise qualifications from other RTO's or Higher Education institutions
- Consideration for RPL will be assessed from courses provided by professional bodies, voluntary organisations, government agencies or any other course the student has under taken, including non accredited training
- Work or other forms of practical experience
- Life experience

Any RPL evidence submitted to support and RPL application must meet the valid and authentic and meet the requirements of the assessment criteria of the unit of competency

If a student's application for RPL is refused they may access the PGA IGI Complaints and Appeals process.

Credit Transfer

Credit transfer is one form of Recognition of Prior Learning (RPL) that is designed to facilitate portability of qualifications and enable students to progress towards achievement of an AQF qualification.

Credit transfer applies to granting credit towards an AQF qualification on the grounds of completed parts of another AQF qualification or other verifiable, formal learning at an educational institution.

Credit transfer applications of Nationally Recognised Training will be reviewed and applied by the Programs Manager at no cost to the student and verified by the issuing RTO.



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Course Credit for Overseas Students

In Australia, overseas students can use course credits they have already earned to build on their studies.

Recognition of Prior Learning (RPL), or credit transfer, refers to the recognition of previous informal and formal training, work experience, professional development, professional licensing and examinations, and other work-based education and training. Credit transfer (CT) can be given for previous vocational education and training (VET) studies.

Overseas students are informed about the availability of CT and RPL in the Application form and the Student Handbook prior to enrolment. Overseas students may apply to CT or RPL via the Fairway once enrolled. If the PGA IGI grants any course credit to overseas students and that reduces the course length, the PGA IGI will:

- Inform the overseas students of the reduced course duration following the granting of either CT or RPL and ensure the overseas students CoE is issued only for the reduced duration of the course
- Report all course duration changes of reduced amounts due to CT or RPL in PRISMS
- Overseas students are advised to contact DIBP

Note: only in very exceptional circumstances will the overseas student be granted CT or RPL that will lead their course duration being shortened, unless it is the last scheduled unit of competency to be delivered.

When an overseas student is granted RPL or course credit to an overseas student, the PGA IGI will give a written record of the decision to the overseas student and retain a written record of acceptance or two years after the overseas students ceases to be an accepted student.