

## **Course Credit (DC & RPL) POLICY & PROCEDURE**

### **Direct Credit & RPL Assessment**

The Eagle Academy has developed a system of recognising skills that you possess from former informal or formal learning. We give you four different methods of providing us with the evidence needed to demonstrate that you have a particular competency. It is designed to cause you minimum cost and time, but students must be aware that RPL is a form of assessment, and hence should read our assessment material for further information.

**The Eagle Academy recognises any AQF qualifications and statements of Attainment issued by any other RTO. We will give full credit for any identical qualifications or parts there-of, including competencies, modules, units, subjects and certificates obtained at another RTO. Students should complete the Direct Credit Transfer Application Form as soon as possible after enrolling in a course at The Eagle Academy. This may affect your course completion date, fees, and Visa length (if studying for student visa purposes).**

All assessment at The Eagle Academy undertaken as part of RPL will incorporate principles as follows:

1. Assessments will allow for a mixture of evidence, appropriate to the unit's performance criteria and other requirements. This evidence may be supplied in four basic ways, in any suitable combination. Assessment will normally include at least two methods.
  - 1.1 Documentary evidence (Must be retained in a portfolio if possible, and marked against Units)
    - Reference letters or A Statutory Declaration witnessed by a JP, outlining and identifying skills you have demonstrated in areas related to the scope of the course and unit requirements
    - A current resume outlining your past and current work history relevant to the application
    - 3 current references that can support your application for competency
    - Research you have completed or had published
    - Registration to industry bodies
  - 1.2 Response to questioning evidence (questions documented, or supervisor satisfaction of ongoing questioning)
  - 1.3 Witnessed evidence on or off the job (Verified by supervisor over time, or Assessor)
  - 1.4 Practical or theoretical testing evidence (Assignments, Tests, Video footage completing a specific task relating to unit requirements demonstrating competency)
2. Evidence may be supplied over a period of time as required by the training package unit documentation, for competency demonstration but for RPL may not be required.
3. Assessment must be holistic where possible, making supply of the individual breakdown of some of these pieces of evidence quite difficult. It is the role of both the assessor and student to meet and determine if evidence can in fact demonstrate a competency in several units for RPL. To assist in this, training in different study periods will focus on different units. This is not to say other units may not be assessed within that period, if valid evidence is supplied.
4. All unit assessment and evidence gathering techniques are developed (by Student and Assessor) in conjunction with the appropriate Unit Outline from the Training Package to ensure appropriateness.
5. All DC/RPL assessments and fees are worked out on a case by case basis. Additional fees may apply for any units that require assessment by 3<sup>rd</sup> party operators.

## General Cost DC

- \$10 per DC unit that will appear on a qualification.
- There is no cost when DC is being acknowledged to remove the unit from a course.
- Students enrolled in Qld Government Funded courses are exempt from the DC fee.

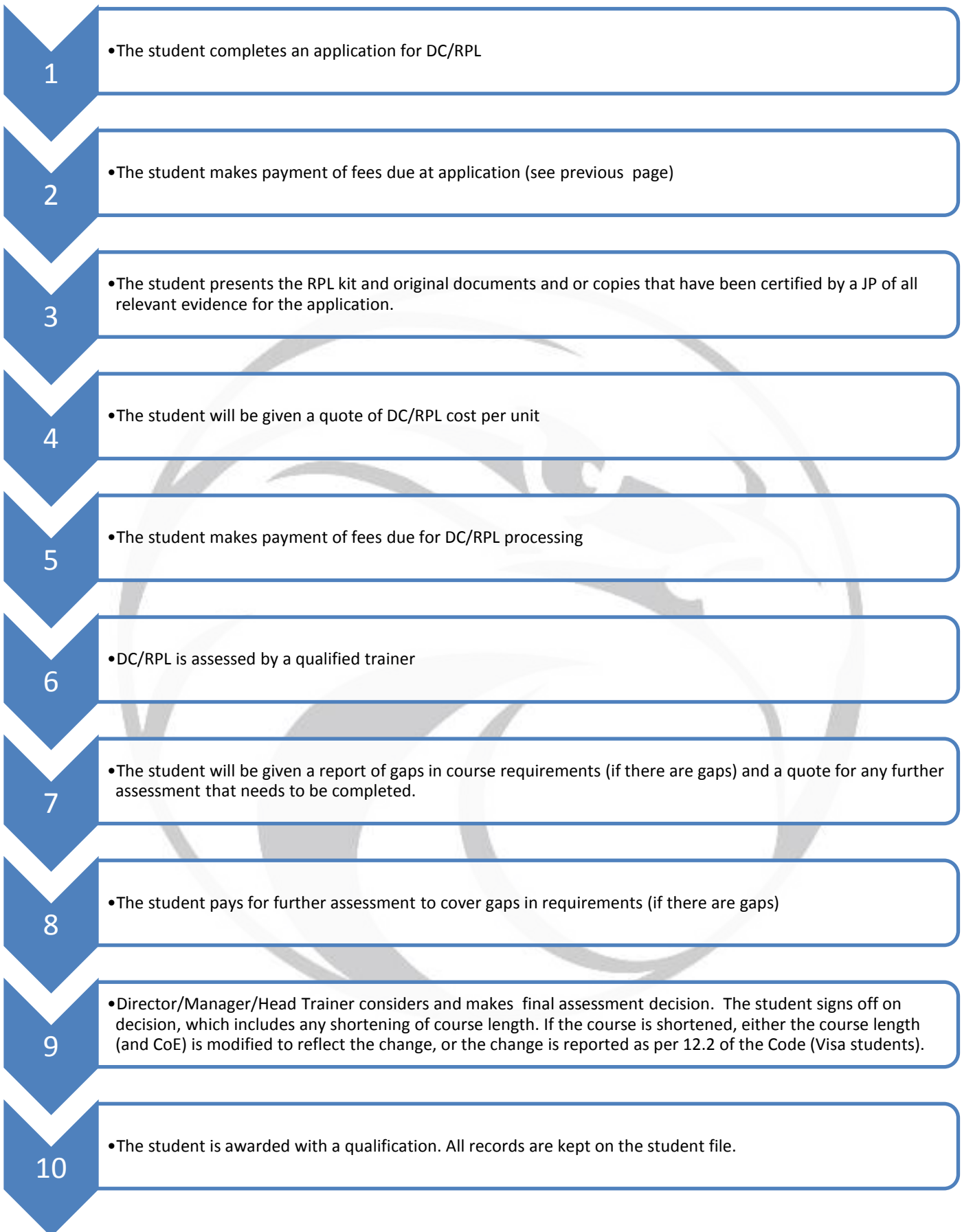
## General Cost RPL

- \$100 RPL enrolment fee. This must be paid before the below costs can be estimated.
- \$- per RPL unit. Determined by course, unit and evidence supplied. This must be paid before an RPL assessment result will be given to the student.
- \$- per unit not able to be assessed by RPL and/or requiring 3PTO assessment. Equal to the standard unit cost or less. Determined by course, unit and evidence supplied.
- Prices below exclude 3PTO costs

Course	Total Units in Course	Estimated RPL Cost Per Unit
Certificate I in Sport and Recreation	8	\$90
Certificate II in Sport and Recreation	11	\$140
Certificate III in Sport and Recreation	15	\$150
Diploma of Sport Development	20	\$150
Certificate III in Fitness	16	\$80
Certificate IV in Fitness	15	\$120
Certificate I in Business	6	\$100
Certificate II in Business	12	\$120
Certificate III in Business	12	\$120
Certificate IV in Business	10	\$130
Diploma of Business	8	\$225
Advanced Diploma of Business	8	\$340
Advanced Diploma of Leadership and Management	12	\$340
Certificate II in Outdoor Recreation	15	\$150
Certificate III in Outdoor Recreation	24	\$150
Certificate IV in Outdoor Recreation*	31	\$160

\*PADI Courses - If it is more than a year old; evidence of recent dives will also need to be required.

## Simple STEPS in Direct Credit or RPL Recognition



## APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

Please complete and return to the Campus Manager.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Modules/Units for which RPL is being applied for:

CODE	TITLE

Please list qualifications on which RPL should be based:


Please list previous/current work experience/volunteer experience on which RPL should be based:  
(Documentation or referees may be required)


(Attach evidence or more information as appropriate)

I have read and understand the RPL & Direct Credit Policy and Procedure.

**Student Signature:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
Recommendations			
<b>Director/Manager Signature:</b>		<b>Date:</b>	

## Application For Direct Credit Transfer

Please complete and return to the Campus Manager as soon as possible after enrolment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Title: \_\_\_\_\_

Certificate Levels and/or competencies for which Direct Credit Transfer is being applied:

Certificate Levels	Competencies/Units/Modules/Subjects	Institution	Date Obtained

Please attach certified copies of qualifications for which Direct Credit Transfer is sought to this form, or present the Director with Originals for sighting, and copying.

I have read and understand the RPL & Direct Credit Policy and Procedure.

Student Signature: \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
Recommendations			
<b>Director/Manager Signature:</b>		<b>Date:</b>	