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| | | 16-Sept-2022 |

RPL & Credit Transfer procedure

Purpose

This document is designed to advise employees on the processes of assessing and applying Recognition of Prior Learning and/or Credit transfers to prospective students applying for enrolment at AIAC.

Scope

This procedure and associated policy applies to students wishing to enrol in one or more of AIAC's Nationally Accredited courses only. For students wishing to enrol in a non-accredited course, follow the procedures in the Part 142 Exposition.

Responsible Parties

The RTO Compliance Officer (RCO) in consultation with the Head of Operations (HOO) and company management are responsible for the development of this Policy and assessing RPL.

Definitions

- **Recognition of Prior Learning (RPL):** RPL recognises previous life experience and skills acquired through previous work experience and applies that to your course to reduce your training. In most instances, this will not be applicable to flight training as you will be training Ab-initio (from the beginning).
- **Credit Transfers (CT):** CT's are recognising the students previous training from the same Nationally recognised training program from another Registered Training Organization.

1 Important Information

AIAC has developed syllabi where the National Training Package (NTP) units of competencies (UOC) are integrated into the CASA syllabus and delivered and assessed progressively throughout the course, some UOC's from week 1 to the completion of the qualification flight test. In the CPL Diploma course, only 4 NTP UOC's are delivered as stand-alone units and do not require the CPL flight test assessment. In the Instrument Rating course, no UOC's are delivered as stand-alone units. It is unlikely that other flight schools will follow the exact training sequences.

It is therefore unlikely that AIAC will be able to grant any RPL for transferring students as the performance standards required by the accrediting authority dictate that students must be competent to a professional level, i.e. Commercial Pilot standards. For instance, if a student wishes to transfer to AIAC and they currently hold a PPL plus a statement of attainment for a number of NTP UOC's, it is unlikely that AIAC can offer RPL for the NTP UOC's as the student has only reached a performance level of a Private Pilot, not a Commercial Pilot (professional standard). Further training will be required to reach the CPL standards. CASA competencies and theory credits can be transferred, but AIAC will need to thoroughly assess the NTP UOC transfers. Likewise, students transferring from AIAC at the PPL stage will not receive a Statement of Attainment as the UOC's have not been completed to a professional standard, but their CASA hours and theory results may be transferred.

2 Recognition of Prior Learning

AIAC is able to transfer any previous certified CASA achievements such as flying hours, licences, ratings endorsements or theory achievements, provided the student can provide the appropriate evidence. Life or work experience will not usually apply as in most instances, life experience will not be related to, or transferable to flying skills and competencies. Students coming from another transport related industry may receive RPL in some competencies, such as Fatigue Management. This will need to be assessed by the HOO.

Students will be required to provide authentic and comprehensive information so AIAC can assess their application thoroughly. The HOO will assess all RPL applications in consultation with the RTO Compliance Officer. The final decision will be made by the HOO. A flight assessment and RPL interview will be required.

RPL or CT cannot be approved if the revised schedule will be less than a fulltime study load (20 contact hours per week).

2.1 RPL RULES

Below is a summary of key points. Refer to the RPL/CT policy for more details.

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- Applications for RPL can only be accepted with the enrolment application. AIAC will not accept applications for RPL at any other time.
- A non-refundable RPL fee of \$3000 is to be paid with the submission of the RPL application. This fee covers the assessment process and includes 1 demonstration flight in the DA40NG (depending on availability), DA40 engineering material and assessment (if needed), and a screening interview with the HOO or a delegate.
 - The flight test and interview will be conducted at the same time as the enrolment interview. This will mean students will only need to travel to AIAC once (unless other arrangements can be made). The result of the flight test/interview may alter the RPL outcome.
- AIAC will only award credit transfer for qualifications which are on the RTO's scope of registration
- AIAC will not award credit transfer for an entire qualification.
- Credit transfer will only be awarded for an entire unit of competency and not part of a unit of competency (excluding superseded UOC's)
- Students that have graduated from AIAC's AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) course will automatically receive CT's for 4 UOC's when enrolling in the AVI50519 Diploma of Aviation (Instrument Rating) course. This process is automatic, and these students will not be required to fill out an application or pay the application fee.
- Students that hold a superseded Aviation qualification will need to have a gap analysis completed. Students will be required to complete the RPL application and pay all fees.

3 Forms of Evidence

When judging the evidence, the assessor will ensure that the evidence of prior learning is:

- **authentic** (the candidates own work)
- **valid** (directly related to the current version of the endorsed unit of competency)
- **reliable** (shows that the candidate consistently meets the endorsed unit(s) of competency)
- **current** (reflects the candidate's current capacity to perform the aspect of the work covered by the unit(s) of competency) and
- **sufficient** (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

4 Processing the application

- 4.1. All applications for RPL should be forwarded to the RTO Compliance officer (RCO), along with all supporting evidence.
- 4.2. The RCO will assess and map the existing skillset and qualifications of the prospective students against the National Training Package requirements and the AIAC syllabus. When assessing superseded UOC's, the RCO is to take extra precautions ensuring new elements in the UOC are noted. A 'gap analysis' for all UOC's where RPL has been applied for will be written by the CO along with any recommendations or other details. If no gaps are found, the NTP UOC's may be marked as competent, pending assessment and input of the HOO.
- 4.3. Once the RCO has assessed the NTP UOC's, the application and gap analysis is to be forwarded to the HOO. The HOO will assess and map the prospective student's flight experience, qualifications and knowledge against the CASA MOS part 61 and the AIAC syllabus. A 'gap analysis' will be written by the CO along with any recommendations or other details. If no gaps are found, the NTP UOC's may be marked as competent, pending final assessment and interview.
- 4.4. It is important to remember that RPL/CT for the NTP UOC's can only be granted if the performance standard is assessed to be of a professional standard as per the National Training Package requirement.
- 4.5. The HOO will report back to the RCO with his findings and recommendations. If any RPL is to be applied, the HOO and the RCO will revise the delivery schedule & course duration. The

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RCO will consult with the Finance manager to develop a revised schedule of fees. The proposed delivery schedule must maintain at least 20 contact hours per week.

- 4.6. The RCO will then revise the Enrolment Confirmation Pack to include the new delivery schedule, schedule of fees, course duration and include the outcome of the RPL application. The RCO will also include details of how the student can access the company's complaints and appeals policy & procedure in the RPL outcome. The RCO will email the Enrolment Confirmation Pack to the student for acceptance.
- 4.7. The student should be notified within 14 working days of the outcome or contacted with an update if the process is taking longer than expected.
- 4.8. The results of the demonstration flight test and the screening interview may alter the outcome of the RPL application. If there are any changes, the student will be notified in writing within 7 working days of the changes. He/she will be asked to sign and accept the changes in writing within 7 working days. This signed document is to be added to the student file. Use the 'Changes to RPL-CT' letter template.
- 4.9. International students will have the shortened course duration detailed in their CoE. Therefore, it is important not to over-estimate the overseas student's current experience. The student will be required to complete the course within the specified timeframe.
- 4.10. The RCO will update the student register with the expected course end date and any other relevant information.

5 Review of policy and procedures

The RPL and CT policy and procedure will be reviewed 12 months from the date of implementation or after any significant change in regulation by the Compliance officer. The document map and control register (AIAC-QHS-RG-006_V1) will be used to manage the review schedule.

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| Date implemented | 15/03/2021 | Review date: | 01/03/2022 |
| Authorised by: | D. Murray | New version no. | 1 |

5.1 Amendments and Version history

| Version no. | Amendment date | Amendment details | Amended by | Date of inclusion |
|-------------|----------------|---|------------|-------------------|
| 1.0 | | Original document created and released | D. Murray | 15/03/2021 |
| 2.0 | | Unit changed from AVI50219 (superseded) to AVI50222 | D.McCarthy | 16/09/2022 |
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