RPL and Credit Transfer – National Recognition Policy and Procedure

Distribution:	All staff and students
Related Documents:	Related Policy • PnP - Fees, Charges and Refunds Policy and Procedure • PnP - Certification and Issuing of Qualifications Policy and Procedure Related Forms • Form – Credit Transfer Application • Form - Credit Transfer Assessment Form • RPL - Self- Assessment Checklist and RPL Application Kit Related Documents & Registers • Student Handbook
Legislative Context:	Standard 3, Chapter 2 – enrolment; clause 3.5 – Accept and provide credit to learners
Alignment	National Vocational Education and Training Regulator Act 2011 Standards for Provider's 2015 – Std 3 Australian Qualifications Framework (AQF) Qualifications Issuance Policy
Standards for Registered Training Organisations (Providers) 2015	
Clause 3.5—Accept and provide credit to learners Clauses 5.1 to 5.3—Informing and protecting students	

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Introduction

The College is committed to providing up to date and relevant information regarding Recognition of Prior Learning (RPL) and Credit Transfer (Credit Transfer) to all Students prior to enrolment and whilst enrolled with The College. OTC actively promotes RPL and will conduct RPL assessment in accordance with the principles of assessment and the rules of evidence.

The College has qualified RPL Assessors who are responsible for a fair, equitable and consistent RPL process. Students who gave gained knowledge and skills through work, life experience, training or education may be able to undertake a process of recognition. By going through a recognition process a student may be able to gain recognition for one or several units of competency or gain an entire qualification without having to attend / undertake training. As part of the Pre-Training Review process a student's work and education history is discussed.

The idea of recognition is to accept and reward knowledge and skills that have been achieved in a wide variety of ways. This process is quicker than undertaking training and may be cost effective. Recognition can occur through:

- Recognition of Prior Learning (RPL)
- Credit Transfer (Credit Transfer)

Purpose

This policy supports the requirements where the existing skills, knowledge and the experience of the learner is reviewed to determine the amount of training to be provided and this will involve a process of recognition of prior learning. In addition, the policy, and procedures for accepting and providing credit to prospective learners and students for units of competency that has been completed previously will be outlined. This will also outline the responsibilities and requirement for authenticating documents or making decision on credit transfer.

The recognition of prior learning policy and procedure will be outlined to be able to accurately determine full recognition, partial recognition and no recognition based on the existing skills, knowledge, and experience of the learner. The processes for determining the gap training required for partial recognition will be outlined in this policy.

Scope

This procedure applies to all training products on The College scope of registration.

Responsibilities

The policy is aimed at RTO Manager, Potential and current students, Quality and Development Manager, Course Coordinator and Marketing and Admissions Staff.

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Definitions

For the purposes of this policy, the terms are defined:

Credit Transfer (Credit Transfer) refers to institutional recognition of any unit of competency a student has successfully completed at any other Registered Training Organisation (Provider). Credit transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of Prior Learning (RPL) refers to an assessment process that assesses an individual's formal, non-formal and in-formal learning to determine the extent to which that individual meets the requirements specified in the Training Package.

Assessor refers to a person who has the competencies required under the Standards for Providers and relevant Training Package who assess a learner's competence.

Units of Competency (UoC) means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

Document means a Testamur/Statement, Statement of Attainment or Record of Results.

AQF means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/

Statement of Attainment (SoA) confirms that one or more nationally recognised units or modules have been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course.

Self-assessment involves the candidate documenting skills, knowledge, and experience in the relevant unit(s) of competence for which credit is being applied.

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification', 'parchment', or 'certificate'

Formal Learning refers to the learning that takes place through a structured program of learning that leads to the full or partial attainment of an officially accredited qualification.

Non-formal Learning refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Informal Learning refers to learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

Policy Statement

Recognition of Prior Learning (RPL) and Credit Transfer are alternative pathways to achieving an Australian Qualifications Framework (AQF) qualification. They are distinguished by the way they relate to learning achieved through recognition of equivalence of formal education and training (CT) and assessment of an individual's relevant prior learning. By removing the need for duplication of learning, RPL and Credit Transfer encourages an individual to seek diverse and inclusive pathways to lifelong learning, formal qualifications, and improved employment outcomes.

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Granting of RPL and CT in VET will be established and maintained in accordance with:

- The Standards for National Vocational Education and Training Regulator Standards for Providers 2015, Australian Qualifications Framework (AQF) Pathways Policy.

This policy is based on the following assumptions:

1. Students must apply for RPL and/or Credit Transfers
2. The College grants RPL and/or Credit Transfers based on an application and assessment of the required evidence
3. Once the RPL/or Credit Transfer has been granted, unless extenuating, or compelling educational reasons are presented, it will not be rescinded.

The College implements an assessment system that ensures that VET assessment (including Recognition of Prior Learning) complies with the assessment requirements of the relevant training package conducted in accordance with the Principles of Assessment and the Rules of Evidence outlined in the Standards and is available in _PnP - Assessment Policy and Procedure_.

Recognition of Prior Learning (RPL)

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit. There must be no training provided as part of the RPL assessment. The RPL process applies to all students who:

- are enrolled in courses (including government funded, fee for service, international, and third-party provider delivery) leading to a nationally recognised Vocational Education and Training (VET) qualification or statement of attainment
- seek recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties or through formal and informal studies.

The underlying principle of Recognition of Prior Learning (RPL) is that no student should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

This policy therefore aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study. RPL is a robust assessment process. Therefore, under the Standards for Providers, the student, the Assessor and The College must:

- meet the requirements of the relevant Training Package or accredited course
- be conducted in accordance with the principles of assessment and the rules of evidence, and
- meet workplace and, where relevant, regulatory requirements

Assessment of all RPL applications will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40116) or (TAE40110) with its updated equivalent and who has the vocational competencies in the unit they are assessing the student's competency against.

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The evidence collects for the RPL process comprise a portfolio containing a range of supporting materials, and evidence attesting to the student having met the learning outcomes of the identified course, such as

- Work based Curriculum Vitae
- Essays
- Certified copies of Professional References
- Certified copies of Industry Awards
- Reports
- Workplace documentation, such as position description, third party reports (performance, plan and reports)
- Work samples, professional development activities

RPL Actions Timeframe (Process)

There are five stages to complete the RPL Process:
- Stage 1 – Pre-registration (contact and initial discussion)
- Stage 2 – Registration
- Stage 3 – Assessment Process
- Stage 4 – Review and determine Competency
- Stage 5 – Record and Report

RPL Process

Stage 1: Pre-registration

All prospective and enrolling students must be informed in all pre-enrolment information of the opportunity to apply for RPL. Students can apply for RPL for the unit of competency prior to the commencement of delivery of the unit of competency.

The information provided to students will include the following:

1. RPL can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied

2. RPL is awarded for a total unit of competency (no partial RPL of a unit of competency will be awarded).

Students can apply for RPL who have gained learning through the following means:

- **Formal Learning:** Formal learning means the student has completed part, or all, of an accredited qualification.

- **Informal Learning:** Informal learning means the student has acquired learning through a structured program that was not part of an accredited qualification.

- **Non-Formal Learning:** Non-Formal learning means the students' learning was acquired through work or life experience.

Stage 2: Registration

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If a student wishes to apply for RPL they must complete the 'RPL Application Form' document with the required information (such as detailed records of their experience, employment, training, etc, which may be relevant).

Students will have to specify the unit/s of competency for RPL process on the RPL - Self- Assessment Checklist and RPL Application Kit and they will be required to identify how they address the elements of the unit of competency included in the RPL application.

Students will be charged an application fee of $500 which will be non-refundable regardless of the outcome of the RPL process.

On receipt of the RPL Application Form, The College will give the student self-assessment checklist along with a unit of competency that the student has requested. This will help the student assess their eligibility to apply for RPL. Students are informed about the documents required to assist them through the RPL process.

On successfully submitting the self-assessment checklist and the unit of competency, the training department will go through the documents and determine that the student is competent to go through the rest of the course.

Students at this stage will be asked to attend an interview (either through phone, TEAM Application, or go to meetings) with an appropriately skilled assessor who will talk to them about their current competencies.

Once the interview is conducted, the assessor will inform the administration staff about the outcome of the interview and the successful student will be handed the RPL Kit and will began with the RPL process.

Stage 3: Assessment process & Stage 4: Review and determine competency

The College is required to ensure that all RPL assessment undertaken is completed and recorded appropriately.

The following is to occur when assessing a RPL application:

- The assessor will determine the most appropriate method of verifying the competencies according to the assessment criteria in the RPL Kit.
- Students are informed about the documents required to assess them through the RPL process
- Relevant documentation from the student, the evidence will be assessed against the competency standards for the particular unit of competency.
- In marking an assessment, assessors will consider the following:
    - Relevance and nature of evidence provided by the applicant
    - Scope of subject matter covered by the evidence
    - Whether the evidence is sufficient to enable a judgement of competency to be made in regard to the unit, considering the required knowledge and skills and the critical aspects of evidence in the relevant units
    - Determine if the evidence is sufficient and reliable
    - Where evidence and documentation require additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting.
    - If an interview needs to be conducted, the assessor will document all information collected in a Report which will be stored with the students RPL Application and evidence submitted
    - All original documents such as certificates, workplace reports, etc, should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.

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Stage 5: record and report

Where RPL is granted, this information will be communicated in writing to the student within 10 business days of completion of the assessment. Statement of Completion of Units can be issued upon request.

Where RPL is not granted students will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable). The College will not provide re-assessment to students who have been refused RPL.

In all cases, a copy of the RPL documentation and outcome will be kept in the student's file.

Appeal

Where RPL/Credit Transfer is not granted and the student disagrees with the outcome, The collage encourages student to first resolve the matter informally. Where the outcome remains unresolved following informal discussion, the individual may appeal by using the methods outlined in the 'Students Complaints and Appeals Policy and Procedure.' This policy and procedure can be obtained from The College's website and is also found in the Student Handbook.

The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

Mixed cases of recognitions

When a student has studied in the past and has gained a Statement of Attainment in a unit/s of competency that are not fully equivalent to the units noted on the training plan, then students can request recognition for the Unit/s of Competency and the gap in competency will be assessed.

In a mixed case of recognition, an RPL assessment may be used to supplement credit transfer. The quality requirements for credit transfer and RPL will then apply separately to the two processes – assessment of the past studies and assessment of the individual's skills and knowledge. The result of mixed recognition is to be reported as RPL

Trainer/Assessor Qualifications

Assessment is only conducted by persons who have:

- vocational competencies at least to the level being delivered and assessed; and
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment and,
- TAE40116 Certificate IV in Training and Assessment or TAE40110 with updated units completed
- A current Trainers Skills Matrix (TSM) must be used to record the qualifications and experience of trainers/assessors.

Credit Transfer (CT)

As a component of the Pre-Training Review process, the college ensures that students must not be required to repeat any unit of competency in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a

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student provides suitable evidence, they have successfully completed a unit or module with any Providers, The College must provide credit for the unit of competency.

Before providing credit on the basis of a qualification, statement of attainment or record of results, The College will either authenticate the information by directly accessing the Unique Student Identifier (USI) transcript online or by contacting the organisation that issued the document or sighting original or certified copies of the document to confirm the content is valid.

The College will not issue a qualification or statement of attainment that is achieved wholly through recognition of units of competencies completed at another Providers. Credit Transfer is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies.

Where a student provides suitable evidence that they have successfully completed a unit or module with any providers, the college will provide credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

The College is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed with another Providers.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

The College's approach to the approving a Credit Transfer application will not unfairly advantage or disadvantage any prospective or current student. Students must not be required to repeat any unit/s or modules in which they have already been assessed as competent (unless a regulatory or licensing condition e.g., industry licensing scheme requires this.

The College recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including students seeking Credit Transfer for previous study, and personnel documentation. Before providing credit on the basis of a qualification, statement of attainment or record of results, The College authenticates the information in the document.

A student will be required to provide evidence of attainment of relevant units of competency required for their Credit Transfer application and these results are verified as per The College's Verification of qualifications and units' policy and procedure. Credit Transfer can be granted for:

- Unit/s of competency with the same unit code and unit title
- Superseded and equivalent unit/s of competency

The College lists on the Credit Transfer from the superseded and equivalent units of competency available for Credit Transfer toward a new unit of competency. For Credit Transfer to be granted the unit must be deemed equivalent as published on the National Training Register www.training.gov.au. Providing Credit Transfer for units superseded (and equivalent) more than once is at management discretion and this is reflected by the units listed on the Credit Transfer form.

If a superseded unit is deemed 'non-equivalent' on the National Training Register, The College will be unable to grant a Credit Transfer and the superseded unit will not be included on the Credit Transfer form. In these cases, the student will be directed to apply for RPL. The College are unable to provide Credit Transfer for Units of competency listed as Deleted on the National Training Register www.training.gov.au.

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The credit transfer process

The College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other Provider or AQF authorised issuing organisation

- authenticated VET transcripts issued by the Registrar

- making a judgment about the credit to be assigned between the matched components of the two qualifications.

AQF Qualifications

AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:

- Nationally recognised training
- Name of Provider issuing the AQF qualification or statement of attainment
- National provider number of Provider
- Full surname and first name of the recipient
- The qualification titles
- Record of results identifying the units of competency attained
- The issuing Provider is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package
- Always contact the organisation that delivered the training if you have any reason to be concerned about the authenticity of credentials presented

Credit Transfers can be granted under any of the following circumstances

- Under the principles of National Recognition, a student is granted an automatic credit for any equivalent unit that they successfully completed at any other Registered Training Organisation
- When the unit has exactly the same code and title, even if it is not from the same Training Package
- The unit reviewed has resulted in minor changes to the unit code. The outcomes of the unit have remained substantially the same and therefore, the unit is equivalent to the new unit as published on http://training.gov.au
- If the Training Package has been superseded within 12 months of issuance of certification, Credit Transfer can be applied. If the unit(s) are superseded beyond 12 months, an RPL review process can be offered.
- When the unit has been transferred from another Training Package and recoded, however the learning outcomes remain the same
- Documentation should relate to courses that were successfully passed within the last 5 years as units & legislation may have changed or been superseded within the last 5 years

Whilst students may apply for Credit Transfer at any time, they are encouraged to apply before commencing a training program; this will reduce unnecessary training.

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Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence; students cannot enrol only for Credit Transfer.

Credit transfer Form

A Credit Transfer form is available for each qualification on The College's staff Learning Management System. Where there is indication that a student may be eligible for Credit Transfer, the form is to be accessed and the student provided sufficient information to guide them on Credit Transfers they can apply for, and the evidence required.

This form guides the Credit Transfer process, establishing units for which Credit Transfer can be applied and the equivalent units that may be accepted for Credit Transfer purposes.

Evidence

As per The College's Verification of qualifications and units' policy and procedure Students who wish to apply for Credit Transfer must provide verifiable evidence of their results for Credit Transfer. These include:

- an original or a certified Certificate/Statement of Results or Statement or Attainment
- students who have completed their studies from 2015 onwards can give access to The College to view their transcript of results via the USI Portal. This can be done by following the USI registry instructions: *Giving permission to my training organisation.*

Verification of Documentation

The student will be required to sign a permission form in order for The College to verify their qualification or statement of attainment. Refer to The College's Verification of qualifications and units' policy and procedure for guidance on completion of verification processes. Conduct all necessary verifications, retaining evidence of such on the student file. Under special circumstances where The College is not able to verify the copies with the issuing provider, other options will be considered by The College.

Credit Transfer determination

Where a Credit Transfer is granted, this is to be indicated on the Credit Transfer form and retained on the student file. Evidence that the student holds the relevant unit or superseded, and equivalent unit must be retained on the student file including evidence of verification or USI Portal access. The student will be advised of the Credit Transfer outcome. Where a Credit Transfer is approved and granted, it is recorded in the SMS VETtrak and on the student's training plan. In many cases, this will reduce their study duration time. Fee for Service Students will also have their Tuition Fees reduced by the cost of the units of competency for which they have been provided Credit Transfer. Where Credit Transfer is not granted, the student will be notified on completion of the assessment. The communication to the student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

Fees

There are no fees associated with applying for a Credit Transfer. For those Students applying for Credit Transfers their enrolment fee will be calculated based on the number of Credit Transfer's units being applied for. Student fees will be calculated as per the Fees, charges and refund policy also located on The College website. Fee for Service Students will have their Tuition Fees reduced by the cost of the units of competency for which they have been provided Credit Transfer.

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Procedures

RPL

Stage 1	Pre-registration	
Action		Responsibility
Provide RPL information to prospective applicant during pre-enrolment process (pre-training)		Admission Officer
Undertake initial discussion between Course Coordinator/trainer and Applicant on the RPL process		RPL Assessor
Self-Assessment completed using the MFS07B RPL Application Form and discussed with Assessor		Applicant
The applicant is advised to either proceed with the application or advised of other pathways		Course Coordinator

Stage 2	Registration	
Action		Responsibility
Complete registration and enrol into unit / module on Moodle for which RPL is being considered		Admission Officer
Prepare RPL evidence portfolio pack and issue to student		Course coordinator / RPL Assessor

Stage 3	Plan and gather evidence	
Action		Responsibility
Portfolio of evidence collated		Applicant
Plan the time, place and resources for the student to demonstrate practical task/s (if required)		RPL Assessor / Applicant
Conduct observation of practical tasks (if required)		RPL Assessor
Review Applicant's evidence		RPL Assessor
Conduct interview		RPL Assessor

Stage 4	Review and determine competency	
Action		Responsibility
Assessment of all RPL requirements mapped against the unit/s of competency. Assessment decision made.		RPL Assessor
Deliver and conduct the assessment process		RPL Assessor
Assess the applicant's respond to questions and tasks		RPL Assessor

Stage 5	Record and Report	
Action		Responsibility
Provide feedback to student on RPL assessment outcome. Advise the candidate that either Award of Qualification or a Statement of Attainment will be issued.		RPL Assessor / course Coordinator

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Students must re-enrol if they wish to complete any units in which they were not granted RPL.	
Notify the student of RPL result	RPL Assessor / Admission
Retain supporting documents / student evidence.	RPL Assessor / Admission Officer
RPL not granted – appeal assessment decision as per guidelines provided on PnP - Complaints and Appeals Policy and Procedure	Applicant
If RPL is not granted the student must re-enrol in units, they were not granted RPL if they wish to obtain them through a training pathway. Additional fees and charges will apply. Please refer to MITP03 Student Fees and Payments Policy Student PnP - RPL and Credit Transfer Policy and Procedure	Applicant

Credit Transfer (CT)

Procedure	Responsibility
Provide Credit Transfer information to prospective learner during pre-training review	Admission Officer
Prospective learner must apply for credit transfer using MFS07A Credit Transfer Form. The prospective learner must provide an original or certified copy of their Statement of Results as evidence.	Applicant
Reviewing documentation provided by the prospective learner and check for authenticity using the PnP Record Management Policy and Procedure	Admission Officer
Determine credit transfer status and grant or reject the credit transfer request. Advise Admissions Officer of the outcome	Quality and Development Manager or CEO
Advice the prospective learner of the outcome	Admission Officer
Enrol student in all units of the course and calculate enrolment fees. Print unit confirmation and signed by assessor and student and keep a copy in student file.	Admission Officer
Process enrolment and Credit Transfer	Admission Officer
Enter successful credit transfer results onto VETtrak as 'CT' for the credit transfer units. File credit transfer grant notice and certified copies of Credit Transfer evidence in the Student File.	LMS administrator / Admission Officer

Major Version History

Date	Reason for change	Modified / Approved By (Role & initials)
6/1/2019	Policy review & update to new format	CEO / AW

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8/1/2019	Combine with RPL & National Recognition Policy	CEO / AW
14/10/2020	Reviewed Credit Transfer process and updated procedure	GB & AB CEO / AW
27/01/2022	Reviewed Credit Transfer process and update link on website with the correct form	Quality and Development Manager
16/03/2022	Reviewed process and update link on website	Quality and Development Manager
13/04/2023	Updated all content, design, and layout of the document	Quality and Development Manager

Flow chart

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