

# Credit Transfer and Recognition Prior Learning (RPL) Policy and Procedure

## The Learning Professionals



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# Credit Transfer and Recognition Prior Learning (RPL) Policy and Procedure

## 1. POLICY STATEMENT

The purpose of this policy and procedure is to outline the process to grant and record course credit and recognise the prior learning to eligible candidates. The Learning Professionals will ensure that Credit Transfer and Recognition of Prior Learning are offered to all eligible candidates upon enrolment and that the process is structured to minimise the time and cost to the candidate and conducted in an accurate, ethical, and moral manner. The Learning Professionals also provides adequate information and support to enable candidates to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

This policy and procedure is to meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015, the ESOS Act 2000, National Code 2018 and of the training packages.

This policy is made available to all stakeholders on The Learning Professionals website.

## 2. SCOPE

The Credit Transfer and Recognition of Prior Learning policy applies to all students enrolled in and studying VET courses at The Learning Professionals.

## 3. DEPARTMENTS AFFECTED

This Policy applies to Admissions, Student Support, and all Training Departments.

## 4. RESPONSIBILITY, ADHERENCE AND ENFORCEMENT

The CEO is responsible for this policy ensuring staff, approved agents (third parties) and students are aware of the Assessment Process for Recognition of Prior Learning and Credit Transfer processes.

The RTO Manager is responsible for the implementation of this policy.

The Admissions and Assessment staff are responsible for the application of this policy.

## 5. DEFINITIONS

<b>Course</b>	A vocational qualification offered by The Learning Professionals
<b>Course Credit</b>	The exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.
<b>Credit Transfer (CT)</b>	A process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched units of competency/ qualifications.
<b>National Recognition (NR)</b>	The recognition by a Registered Training Organisation (RTO) of the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by all other RTOs.

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<b>Recognition of Prior Learning (RPL)</b>	a 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.
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## 6. PROCEDURES FOR CREDIT TRANSFER

### 6.1 General requirements

6.1.1 All students must be informed through pre-enrolment information of the opportunity to apply for NR, CT or RPL. Pre-enrolment information is accessible in the Course Guide, Student Handbook and/or discussed during the Pre-training review process.

### 6.2 CT Process

6.2.1 Students wishing to apply for CT can do so by completing the form SSo1 Credit Transfer at the time of enrolment. A certified copy of the student's Qualification and Statement of Attainment/Record of Results must be attached to SSo1 form. The documentation provided must clearly show the units of competency completed.

6.2.2 If required, supporting documentation provided for CT are verified, including verification from issuing RTOs regarding the authenticity of the Statement of Attainment/Qualification provided or viewing a USI transcript online via USI transcripts Service ([www.usi.gov.au](http://www.usi.gov.au)) for any student who has activated permission for them to do so in the USI Registry System.

6.2.3 Credit Transfer (CT) Application form and supporting documents must be submitted within 30 days after Orientation. After this timeframe, students may still be entitled for CT but will not be eligible for fee exemption of the CT units.

6.2.4 Students will be required to do the skills test for practical units which are specified in AD01 CT calculation form.

6.2.5 If CT is granted, the duration of study and tuition fee may be adjusted accordingly.

6.2.6 Admissions staff will calculate the deducted tuition fee based on the CT points for each unit in the AD01 CT calculation form.

6.2.7 The outcome of the CT application will be provided within 10 working days after application being received by the Learning Professionals.

6.2.8 For students who have commenced a unit, there will be no refund of fees for that unit.

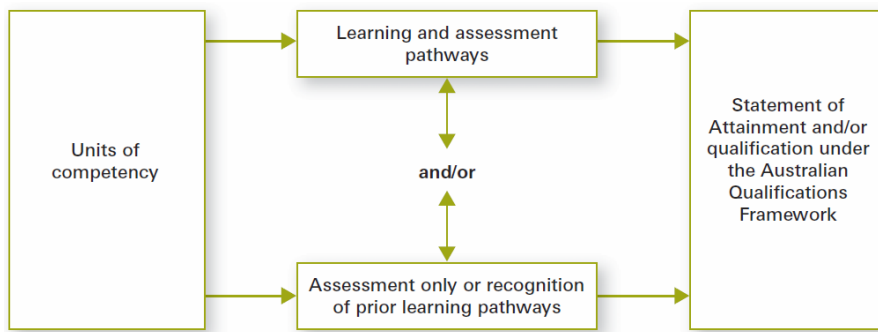
## 7. PROCEDURE FOR RECOGNITION OF PRIOR LEARNING

### 7.1 RPL is an assessment process

7.1.1 Student information prior to enrolment.

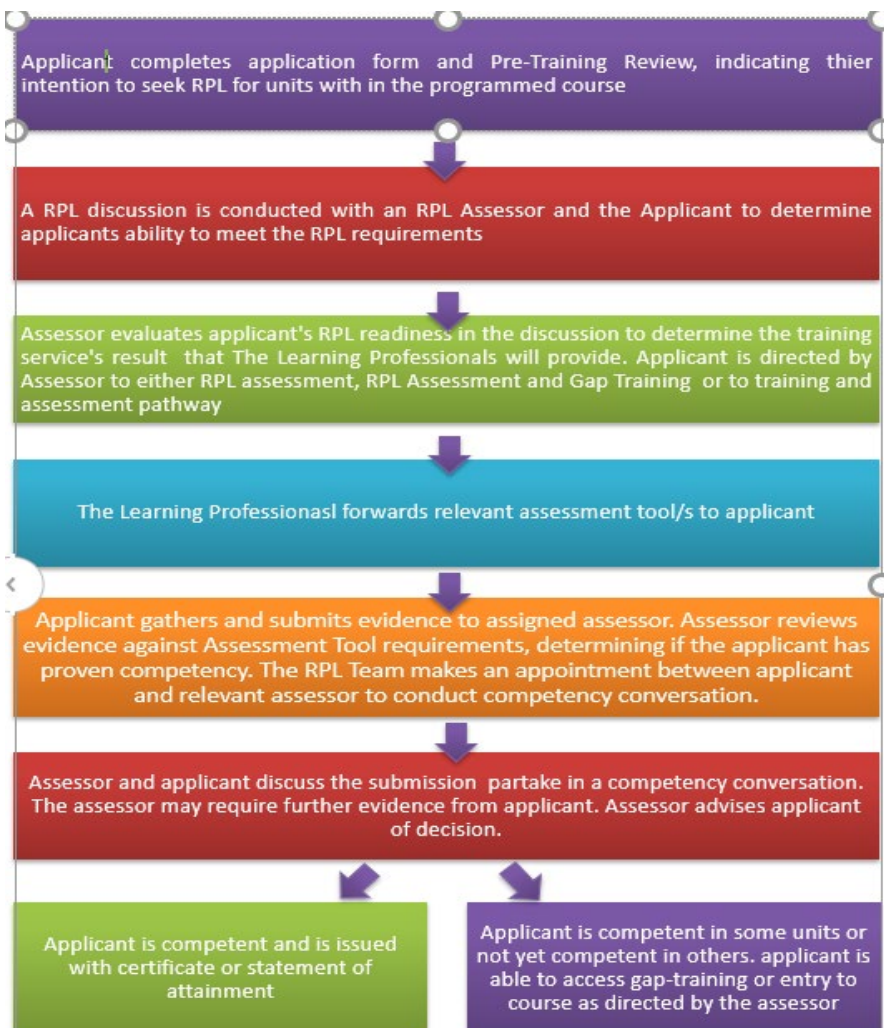
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- 7.1.2 The above diagram outlines assessment pathways available to all students.
- 7.1.3 Recognition of Prior Learning (RPL) looks at the Assessment only or Recognition of prior learning pathways.
- 7.1.4 This Assessment process is designed to recognise that candidates have carried out learning already and candidates are ready to advance to the assessment only RPL pathway to gain candidates statement of attainment or qualification.

## 7.2 RPL process



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## 7.3 Candidate requirements

- 7.3.1 Applicants determined suitable for RPL will become RPL Assessment candidates and issued with Assessment Tools related to their RPL selected units. Typically, the requirements of the tool will include submitting evidence such as:
- submission of products produced to review
  - submission of approved industry expert supporting evidence
  - responding to questioning
  - verification of skills via demonstration and observation
  - submission of a portfolio of evidence
- 7.3.2 After compiling RPL documentation, the applicant is to submit evidence to assigned assessor, who will make an assessment judgement against the Assessment requirements. The assessor will decide if the applicant:
- a) Is Competent or
  - b) Requires more evidence
- 7.3.3 The Assessor may need to interview the RPL candidate to discussing the outcome of assessment. If required, the Assessor will carry out a competency conversation with the candidate. The Assessor will inform the candidate of any further evidence they may need to provide to prove competency, which may be in the form of a demonstration of their skills.
- 7.3.4 If the candidate is deemed Competent, they will be advised by the assessor, and issued with a certificate or statement of attainment against units achieved.
- 7.3.5 The candidate will be notified by the Assessor if candidates are Not Yet Competent and provided with information in relation to gap-training or course entry.
- 7.3.6 **Please note:** RPL is awarded for a total unit of competency only (no partial RPL of a unit will be awarded).

## 7.4 RPL assessment duration

The Learning Professionals allows up to three months for the RPL Assessment process from when candidates are issued with the RPL Assessment Tool/s. If there are extenuating circumstances that would make it impossible for candidates to complete the RPL Assessment process within this time, candidates need to make an appointment to discuss this with candidates Assessor.

## 7.5 RPL cost

If candidates apply for RPL prior to starting a course, costs are significantly reduced. Please refer to our **Course Information Flyers** on The Learning Professionals Website for further information. Costs must be paid in full before candidates are issued the Assessments Tools.

## 7.6 Evidence for RPL

- 7.6.1 Evidence is the material that candidates have that display competence and may be collected via:
- documentation of practical experiences in the workplace or the community including video recordings, photo's newspaper articles, reports etc.
  - statements of relevant training that candidates have completed

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- copies of projects that candidates have undertaken
- documents or products candidates have created (or can prove that candidates have contributed to) that link the candidates prior learning to the units of competency

7.6.2 Evidence is proof that candidates have reached a level of performance that meets that outlined in the unit of competency. This evidence should be:

- a) **Current:** recent past - show that candidates are still competent to current industry standards
- b) **Authentic:** it is candidates work – or they managed the development of the product
- c) **Sufficient:** evidence to make the assessment – as detailed in the assessment tools
- d) **Valid:** the evidence relates directly to the assessment tool and at a level of complexity detailed in the assessment task.

7.6.3 Candidates will usually need to combine several pieces of evidence together to get adequate coverage for each assessment tool. Candidates can use a piece of evidence as many times as they like, provided it shows that the candidate has achieved the competencies. Portfolios of evidence will get the most out of every piece of evidence used that way, fewer individual pieces of evidence are needed to prove competence. All original documents such as certificates, workplace reports etc., must be sighted as copied and certified as a true copy.

7.6.4 Candidates will find minimum requirements of evidence listed in the “Evidence to submit” section after each assessment within the assessment tool.

## 7.7 RPL portfolio of evidence

7.7.1 A portfolio of evidence is a collection of RPL evidence of candidate’s competence. Candidate’s portfolio will usually include a combination of many different types of evidence. Each piece of evidence candidates submit must be clearly cross-referenced against each evidence required in each assessment tool. Evidence can take the form of:

- products or things candidates have made (Photo, Video, Written)
- records or documents candidates have written that relate to the qualification
- statements made by candidates or by your supervisor (third party reports)
- video or audio tapes (demonstrating required skills and or knowledge)

## 7.8 Evidence types

7.8.1 Products are things that a candidate develops, help developed or managed the development of in the workplace. For example, a manager’s products may include reports, policies, or procedures that candidates have written.

7.8.2 However, candidates will generally need to support this evidence with other types of evidence that can demonstrate more about HOW candidates produced it (such as a video of audio explaining the process for whilst completing or after completing the tasks).

7.8.3 **Product Records** can be any type of work or professional document. For example:

- copies of accreditation or professional development undertaken; or
- result notices or even extracts from the candidate’s work diary or professional records:
- minutes of meetings, timesheets and personnel records are examples of work records.

7.8.4 All work records should be verified by another person from candidate’s workplace. They can do this by writing a statement to this effect on the copy the candidate is submitting.

7.8.5 **Process Statements** about a candidate’s competence may be either written or spoken. In relation to the requirements of the RPL Assessment tool, industry experts (those qualified to

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the unit level the RPL candidate is applying for) or third parties (any person known to the candidate work ability) could:

- describe how candidates set up a process, or how candidates resolved a particularly difficult situation
- complete an industry expert observation report
- provide a statement regarding candidates' capabilities and knowledge
- have a competency conversation with candidates' assessor

7.8.6 An assessor must not assume a candidate's competency simply because candidates have been doing the job for a long time or rely solely on candidates own word to prove competence. It is the weakest form of evidence.

## 7.9 RPL assessment appeals

Candidates have the right of appeal if candidates are dissatisfied the RPL Assessment outcome. Please refer The Learning Professionals Complaint and Appeals Policy and Procedure.

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