



CREDIT TRANSFER AND RPL

Policy and Procedures

Version 1.0 July 2019

VERSION CONTROL & DOCUMENT HISTORY		
Date	Summary of modifications made	Version no.
1 July 2019	Separate the policy from Admissions policy	V1.0
Next Review: January 2020		
Staff Responsible: Admissions Officer		

Policy

This policy addresses the compliance requirements of:

1. Standards for Registered Training Organisations 2015
 - 1.1 Standard three –
 - 1.1.1 Clause 3.1 – The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.
 - 1.1.2 Clause 3.5 – The RTO 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:
 - a) AQF certification documentation issued by another RTO or AQF authorised issuing organisation or
 - b) Authenticated VET transcripts issued by the Registrar
 - 1.2 Standard Four “Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients”.
 - 1.2.1 Clause 4.1 – Provide accurate information to learners about services and qualifications
 - 1.3 Standard Five “Each learner is properly informed and protected” (Clause 5.1 – 5.4)
 - 1.3.1 Clause 5.1 – Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner’s needs, taking into account the individual’s existing skills and competencies.

Scope

This policy and procedure covers:

1. International students on student visa
2. Domestic fee for service students including international student studying secondary course
3. Government Subsidised students

Definitions of Course Credit

1. Course Credit is defined under the Code as:

Exemption from enrolment in a particular units of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

2. Types of Course Credit

2.1 Credit Transfer (CT) or Mutual Recognition (MR)

Students can apply for CT if they have successfully completed the units of competency attained from another Registered Training Organisation ('RTO') in Australia. These unit codes must identically match the units that the students are applying for credit for or at least 80% of the content is the same. All applications under credit transfer must be supported by a Statement of Attainment or Academic Transcript issued by another RTO.

2.2 Recognition of Prior Learning (RPL)

RPL is the acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required i.e. a certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes against the learning outcomes of the current course. A full curriculum of the qualification is required to support the application. A full Curriculum Vitae and letters from employers outlining duties and responsibilities are required to be submitted for pre-assessment.

3. The Procedure

- All students are made aware of the ability to apply for course credit via RPL or CT application during the enrolment process. This is supported with information provided in the International Student Information Handbook, Student Application Form and Terms and Conditions of Enrolment.
- Students are to apply for any course credits, using the Credit Transfer Application Form, at least 14 days before course commencement date and the latest by the second week of the first term of study in their enrolled course.
- All applications are to be submitted to Admissions Manager and include original documents to be sighted and copied by Student Services staff. Applications will not be accepted unless all required information is included.
- Where RPL is being applied for, the student must include all relevant evidence of work experience and where learning has occurred, for initial assessment. A non-refundable assessment of \$250 will be charged when an application is submitted.
- A Credit Transfer Application must be accompanied by nationally recognised Certificates with detailed Statements of Attainment indicating the units successfully completed including unit codes, titles and dates of completion.
- Students are required to submit their application with supporting evidence as required and outlined in the applications:

3.1 Credit Transfer

Students who have completed a Nationally Recognised qualification /unit that have the exact same code as a unit currently enrolled in will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by the College to verify the Credit Transfer.

3.2 Recognition of Prior Learning

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for RPL. Students must complete an Application Form and submit to Admissions with supporting evidence as required. This evidence must be clearly identifiable,

and support the applicant's case for RPL by addressing the relationship of evidence to the Unit of Competency credit being sought.

The application will then be forwarded to the Course Coordinator to be assessed and outcomes determined.

Where either an RPL or CT Application for Course Credit is received, the College is to assess the application and provide an outcome to the application within 14 days of receiving it, or as soon as practical where further information is required to determine the outcome.

Where either an RPL or CT application is received the following must occur:

- Admissions Officer adjusts the student's CoE to reflect any reduction in the period of study the student is enrolled.
- Admissions Officer enters course credit details on student's unit enrolment in WiseNET and enter the correct outcome code.
- Admissions Officer provides the student with a Confirming Outcome of Credit Application generated from WiseNET Report. The student must sign this document to indicate agreement with the outcomes of CT or RPL application. A copy is to be kept on the student's file.
- Student Services issues a new timetable to the student to reflect the changes of units to be completed.
 - Accounts advised to credit fees from the student's final invoice

4. Verification of academic transcript or record of results

If there is reasons to believe that the academic transcript produced by the applicant is not authentic, admissions manager will email to the issuing RTO to request confirmation of the results.

Admissions manager may also ask the applicant to produce the academic transcript generated from USI portal

Associated documentation:

Credit Transfer Application Form

Skill Recognition (RPL) Application Form and Student Information Kit

LLN

Confirmation of Credit Transfer or RPL (Wisenet UReport)