

PR 5.0 RPL and CT PROCEDURE

1. PURPOSE

The purpose is to ensure that the processing of Recognition of Prior Learning (RPL) assessments and Credit transfer (CT) applications records are managed efficiently and effectively.

2. SCOPE

This procedure details how student applications for recognition (through prior learning or credit) will be processed.

3. DEFINITIONS

Credit transfer - CT is a process that provides Students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

National Recognition - recognition by a RTO of accredited qualifications and statements of attainment issued by all RTO's, any authorised issuing organisation or by the VET Registrar.

Recognition of Prior Learning - RPL 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.

4. RESPONSIBILITIES

The **Compliance Officer** will be responsible for reviewing the CT evidence.

The relevant **Trainer** will be responsible for conducting the RPL assessment.

5. PROCESS

Information regarding how to apply for RPL or CT will be included in the Student Handbook.

There is no cost for RPL for school students. Adults will pay the normal admin fee and request the price of the course from the office.

There is no cost for CT applications.

The RTO recognises the AQF qualifications and statements of attainment issued by any other RTO, AQF authorised issuing body or the authenticated transcripts issued by the VET Registrar after sighting these. To access a student's VET transcript:

<https://www.usi.gov.au/help/FAQs/RTOs/vettranscript>

RPL and CT will be discussed at Induction.

Applications for RPL and/or CT must be made by the student at enrolment.

6. PROCEDURE

6.1.1 Recognition of Prior Learning (RPL)

- When a student has relevant experience and/or training or where the student has no certification to document relevant training, a RPL assessment may be undertaken.
- The RPL process must be responded to by the RTO within 2 weeks of course commencement.
- Communication between RTO management and trainer/assessor is recorded via email notification with RPL attachments.
- Within (10) ten working days, the application must be reviewed in conjunction with all associated RPL documents to ensure all relevant documentation and evidence/information is attached.
- The trainer is to conduct the initial appointment using the **RPL Kit** to ensure all relevant information, documentation and evidence is made available to the applicant and potentially gathered.
- Throughout the assessment process the trainer should use **RPL Kit**, to ensure all requirements and actions are completed. If required, the trainer is to arrange workplace visits or follow up appointment/s with the student to assist the student with evidence collection ideas, to review further evidence and/or to collect third party reports.
- The trainer is to conduct an assessment of the supplied applicant evidence to determine if unit/s of competency requirements are met and to finalise the RPL result.
- The applicant must be advised in writing of the outcome.
- The outcome results are to be forwarded to the Administration Team and entered into **Google Drive /VETtrak**.
- RPL evidence is to be managed through the **PR 6.0 Privacy and Records Management Procedure**.

6.1.2 Credit Transfer

- Where a student has completed an equivalent unit of competency with another RTO, an AQF issuing authority or is registered with the VET Registrar, a CT will be given. The student must provide evidence of this in the form of:
 - The original or a certified copy of the Qualification (includes the Record of Results) or a Statement of Attainment issued by the other Registered Training Organisation;
 - An authenticated testamur if from an issuing authority; or
 - USI from the VET Registrar.

- All students must make the application for CT via the **Credit Transfer form** and submit required evidence to support the application
- Compliance Officer is to review the evidence and determine if CT is applicable.
- Trainer is to be notified.
- The student is to be advised of outcome in writing within (10) ten working days from date the application is received.
- The outcome results are to be forwarded to the Administration Team and entered into **VETtrak**.
- CT records are to be managed through the **PR6 Privacy and Records Management**.
- If current student a CT form is required.

7. REFERENCES

- a. **PR 6.0 Privacy & Records Management Procedure;**
- b. **RPL Kit;**
- c. **Credit Transfer form.**

8. RECORDS

RPL applications and evidence

CT applications and evidence

OVERVIEW of PATHWAYS PROCESS

