

## **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 credit transfer will be included in the Student Handbook.

There is no cost for RPL for school students.

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.

There is no cost for credit transfer applications.

Recognition of prior learning and credit transfer will be discussed at induction.

Applications for recognition of prior learning and/or credit transfer cannot be made after the Student has commenced training in the unit of competency/module.

## **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 appending RPL attachments.
- Within 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 **VETtrak**.

- Recognition of Prior Learning evidence is to be managed through the ***PR 6.0 Privacy and Records Management***.

### **6.1.2 Credit Transfer**

- Where a Student has completed an equivalent unit of competency with another Registered Training Organisation, an AQF issuing authority or is registered with the VET Registrar, a credit transfer 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.
- The Student must make the application for credit transfer via the **Credit Transfer Application** and submit required evidence to support the application
- Compliance Officer is to review the evidence and determine if credit transfer is applicable.
- Trainer to be notified.
- The Student is to be advised of outcome in writing within ten working days from date the application is received.
- The outcome results are to be forwarded to the Administration Team and entered into **VETtrak**.
- Credit transfer records are to be managed through the ***PR6 Privacy and Records Management***.

## **7. REFERENCES**

- PR 6.0 Privacy & Records Management Procedure;***
- RPL Kit;**
- Credit Transfer Application.**

## **8. RECORDS**

RPL applications and evidence

Credit transfer applications and evidence

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## OVERVIEW of PATHWAYS PROCESS



