

# Recognition of Prior Learning (RPL) / Credit Transfer procedure



## Purpose:

This procedure ensures that Access Skills Training's (AST) processes to follow for Recognition of Prior Learning (RPL) and Credit Transfer (CT) that comply with regulatory and organisational requirements.

## Scope

This procedure applies to all students requiring Recognition of Prior Learning (RPL) and Credit Transfers for any of the qualifications or nationally accredited courses on AST scope of registration.

## Reference

- Standards for Registered Training Organisations (RTOs) 2015
- Department of Education and Training's VET Funding Contract – Skills First Program
- Trainer and Assessor Qualifications Policy (QPOL6-006)
- Recognition of Prior Learning (RPL) / Credit Transfer Policy (QPOL6-002)
- Application for Recognition of Prior Learning (RPL) (QF6-002.1)
- Assessment Validation procedure (QP6-000)
- Assessment Validation policy (QPOL6-000)
- Complaints and Appeals Procedure (QP1-001).

## Procedure

No.	Procedures	Responsibility
<b>1.</b>	<b>Credit Transfer (CT)</b>	
1.1	Ensure that the student produces certification documentation before the delivery of the Unit of Competency (UOC) and verify documentation / evidence.	Group Leader
1.2	Enter the CT status of the UOC/s onto the student's training plan and enter CT into Student Management System	Training Support Services (TSS)
<b>2.</b>	<b>Recognition of Prior Learning (RPL)</b>	
2.1	Advise students of Recognition of Prior Learning (RPL) option and that to apply they are to complete Application for Recognition of Prior Learning (RPL) form (QF6-002.1) and lodge with Training Support Services.	Group Leader – course coordinator conducting course information session
2.2	Record and convey received form to Group Leader	TSS
2.3	Within 10 working days on receipt of the RPL application AST the RPL assessor as nominated by the Group Leader should arrange to meet with student to discuss and advise of the process. This advice will include: <ul style="list-style-type: none"> <li>• an overview of the RPL process</li> <li>• details the content of each UOC to determine the applicant's ability to fulfil the requirements of Units</li> </ul>	Designated RPL Assessor

	<ul style="list-style-type: none"> <li>Identifying potential evidence for demonstrating competence; which may include formal, non-formal, informal learning/.</li> <li>Agreed format of process and/ or evidence to be provided, which may include observation/ demonstration, written documents, third party reports, interview, written or verbal questions etc.</li> <li>Negotiate timeline for process and agree on meeting/ review dates</li> <li>Advice on fees for the negotiated RPL process and fees payment requirements</li> <li>Advice on the Complaints and Appeals processes</li> </ul>	
2.4	<p>Assess the evidence as presented by the student for each Unit of Competency sought. Determine for each Unit of Competency for which RPL has been sought :</p> <ol style="list-style-type: none"> <li>RPL demonstrated sufficiently- granted</li> <li>Request not demonstrated sufficiently – the evidence supplied does not fully meet the requirements of the Units in question</li> </ol>	Designated RPL Assessor
2.5	<p>Advise student of initial assessment and discuss option for submission of further evidence and timeline to do so or other means of student completing Units in question. It may be that student needs to enrol in the UOC or qualification, undertake further learning and be reassessed.</p>	Designated RPL Assessor
2.6	<p>Complete RPL Assessment sheet outlining determination of demonstration of requirements of each Units for which RPL is sought on conclusion of process.</p>	Designated RPL Assessor
2.7	<p>Enter appropriate assessment outcome code for each Unit into Student Management System</p> <p>RPLG – granted RPLN – not granted</p>	Designated RPL Assessor
<b>3.</b>	<b>Verifying evidence</b>	
3.1	<p><b>Via documentation:</b></p> <p>Verify that the certification documentation is a true and correct copy and has been authenticated by an Authorised Person as defined by the Victorian Department of Justice (or the case of interstate or international students - equivalent bodies) and enter details on the Application for Credit Transfer (QF6-002.2)</p>	Group Leader
3.2	<p><b>Via USI Student Transcripts:</b></p> <p>View USI student transcript online via the USI transcript Service (<a href="http://www.usi.gov.au">www.usi.gov.au</a>) or get a copy of the transcript. Viewing the USI student transcripts only to be observed with the consent of the student.</p>	Group Leader

## Forms / Records

Form ID	Title	Review schedule	Location
QF6-002.1	Application for Recognition of Prior Learning (RPL)	2 years	aXcelerate
QF6-002.2	Application for Credit Transfer	2 years	aXcelerate
QF6-002.3	Recognition of Prior Learning Guide/Template	2 years	aXcelerate
QF6-002.4	RPL Interview Questions and Recording Form	2 years	aXcelerate