

Credit Transfer and RPL Policy and Procedure



RTO ID 91823

PURPOSE

All students are made aware of the ability to apply for course credit via a credit transfer / RPL application throughout the enrolment and induction process of the course. This is supported with information provided in the “student handbook” and the orientation.

Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling.

Students who have completed a National Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular units.

DEFINITION

Recognition of Prior Learning (RPL) is an assessment process that involved assessment of the individual’s relevant prior learning to determine the credit outcomes of an individual application for credit.

Credit Transfer - Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched unit/s of competency.

PROCEDURE

Application and Assessment

Where a student makes application for national recognition the following procedure is applied:

Student completes enrolment form and identifies a request for national recognition (RPL or credit transfer) at time of enrolment.

Admission Officer provides the student with the Application Form

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Student completes and submits the application form with the following supporting evidence:

- Original/certified copies of certification
- Original/ certified copies of statement of attainment awarded
- Original/certified copies of academic transcript
- Copy Student Training Record/Transcript from Unique Student Identifier (USI) (Currently holds the data from the National VET collections : 2015, 2016, 2017 and 2018)

Administration Officer will then verify evidence prior to acceptance of recognition

A photocopy will be taken of evidence and maintained on student file.

Administration Officer will check on www.training.gov.au website to ensure the RTO named on the testamur has the AQF qualification and/or Statements of Attainment on its scope.

On confirmation of authenticity, student's document will pass to head trainer to review and assess with the course credit.

Administration Officer will communicate the results to the applicant and record the results in the learner database.

RECOGNITION OF PRIOR LEARNING (RPL)

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills or where credit or credit transfer may apply. Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling.

Students wishing to apply for RPL should speak to the admission officer at the time of enrolment. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of enrolment.

RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

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1. Review of evidence including relevant formal qualifications
2. Interviews
3. Confirmation of testimonials
4. Validated workplace logbooks
5. Skills/challenge testing
6. Written/oral reviews

The steps to apply for RPL

1. Student requests information on RPL at enrolment
2. Appropriate qualification is identified at enrolment
3. Appropriate competency is identified at enrolment
4. The head trainer will advise student of evidence required
5. Student will be provided access to the course guide and details of unit competency/performance so they can clearly identify the learning outcomes or competencies they have to apply.
6. If the student believes they have the skills and knowledge to gain recognition in the learning outcomes to industry standards which will satisfy the learning outcomes, the next step is to acquire the RPL Application form.

The fee to assess students for RPL is \$90 per unit of competency, which must be provided with the completed application form and evidence. There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL.

1. Student will then collect evidence to support their claim for RPL.
2. Once evidence has been collected, the student must book a meeting with Administration Officer, at this meeting, they will submit the application form and the fee for RPL assessment. This process must be completed within two weeks of enrolment.
3. The RPL assessor will then analyse applicants individual experience and qualifications against appropriate learning outcomes/competency statements.
4. If claim matches learning outcomes/ competencies then full recognition is granted
5. If claim does not match learning outcomes/competencies then further evidence

RISE EDUCATION AND TRAINING PTY LTD www.riseeducation.edu.au

Suite 4 Level 1, 322 Old Cleveland Road Coorparoo Qld 4151

Info@riseeducation.edu.au Tel: 07-3108 4133 ABN: 98 148 196 687

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will be requested, this may also involve an interview where applicant will support his/her case. Further evidence must be supplied within two weeks from application date

6. If further evidence is not recognised or received within the additional two weeks then claim will be rejected, a letter of advise will be forwarded to applicant advising of decision either way.

7. If student wishes to appeal decision he/she must inform RISE in writing within 1 week of rejection letter.

8. Student may appeal decision following the complaints and appeals process

9. Completed RPL application form with attachments will be placed on the student file and results of application

10. Details of the application and outcome will be recorded on the RPL assessment register.

CREDIT TRANSFER

1. Qualifications and statement of attainment issued by any RTO are to be accepted and recognised.

2. Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.

3. Credit transfer will not be granted for units of competence or qualifications which are not included in RISE's scope of registration.

4. Credit transfer may only be awarded for whole unit of competence

5. Students will not enrol only for credit transfer

6. Student enrolment must include at least one other unit of competence from the same qualification for which student is participating in training or is seeking recognition (RPL)

7. Student will be required to present true and certified copies of relevant statement of attainment, qualification or USI transcript.

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Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the CEO.

Publishing details

Document History and Version Control			
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01	01 Aug 2019	CEO	Aligned this policy & procedure to reflect related Rise Education and Training Enrolment Procedure
03	17 Oct 2019	CEO	Included Evidence for Credit Transfer USI Transcript and a Review Date for Policy and Procedure