1. Purpose

Purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

2. Scope

This policy and procedure apply to all the courses on college’s scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students of the college who seek recognition for learning previously gained through formal, non-formal and informal learning, and work experiences.

3. Definitions

**RPL:** Recognition of Prior Learning: means an assessment process that assesses an individual’s formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

**Credit Transfer:** means transfer of credits from units of competencies achieved in formal and nationally recognised education and training system to equivalent units of competencies, satisfying the required competency standards.

**Credit:** Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

**Units of Competency:** means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

**Department:** Department of Education and Early Childhood Development

**SVTS:** Skills Victoria Training System

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (RTOs) 2015
- Education Services for Overseas Students (ESOS) Act 2000
- Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning
- VET Funding Contract (Current year)
5. Policy

The National Principles and Operational Guidelines for Recognition of Prior Learning (RPL) represent a set of national cross-sector guidelines to support implementation of RPL as an important element of Australian education and training. At ALTEC the granting of RPL and Credit Transfers will be established and maintained in accordance with:

- AQF National principles and operational guidelines for Recognition of Prior Learning (TAFE) Procedure
- Standards for NVR Registered Training Colleges (SNR)

5.1 RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

5.2 The college will make RPL available to all students in compliance with the relevant Standards for NVR Registered Training Colleges (SNR).

5.3 RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

5.4 Assessment will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAA40104) or equivalent and meets the requirements as specified in Standard 15.4 of the Standards for NVR Registered Training Colleges (SNR).

5.5 The college recognises course credit within the ESOS framework and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification.

5.6 Candidates must apply for credit either through RPL or Credit Transfer. However, the submission of an application for RPL does not guarantee that an exemption will be granted.

5.7 Candidates seeking credit must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a college course.

5.8 If the granting of credit results in shortening of the student’s course, the college will report the change of course duration to the Department via the SVTS system.

5.9 No fees will be charged for Credit Transfer applications.

5.10 Fees for RPL will be charged per unit of competency, calculated on a pro-rata basis on the total course fee. RPL fee will be in addition to the total course fee.

6. Procedure

6.1 Credit Transfer

The following procedure applies to Credit Transfer applications.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Responsibility</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Credit Transfer Claim Form and attached all the required evidences</td>
<td>Student</td>
<td>Original copies of the transcript and awards must be presented</td>
</tr>
<tr>
<td>Make an appointment with the Course Coordinator or an officer designated by the Director of Studiesto undertake RPL and Credit Transfer assessments</td>
<td>Student</td>
<td>Reception to assist with making the appointment</td>
</tr>
</tbody>
</table>
Assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form  
RPL Officer  
Same units might have different code under different training packages  
Where required, units of competencies should be downloaded from NTIS to compare the competency standards and equivalence

Grant necessary credits if eligible  
RPL Officer  
Original documents must be sighted

Make copies of the evidences for the student file  
RPL Officer

Update student records on the student management system  
Student Admin  
Use appropriate code to recognise credit transfer

Send a letter to the student advising the outcome of the application  
Course Coordinator  
A copy goes in the student file

6.2 RPL

The following procedure applies to RPL applications.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Responsibility</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide RPL advice and a copy of RPL Guide to the candidate</td>
<td>RPL Officer</td>
<td>Provide information on RPL process, required evidences, unit contents and RPL fee</td>
</tr>
<tr>
<td>Complete the RPL Application Form and attached all the required evidences</td>
<td>Student</td>
<td>A combination of formal and information education and training, work experience and general life experiences can be used to determine prior learning</td>
</tr>
<tr>
<td>Provide evidences of previous skills, knowledge and learning</td>
<td>Student</td>
<td>Work experience certificates, awards, previous qualifications, citations, evidences of work/projects completed, testimonials, etc.</td>
</tr>
<tr>
<td>Pay the RPL fee and lodge the application with the nominated RPL officer along with all the evidences</td>
<td>Student</td>
<td>Fee: On a pro-rate basis based on total course fee, per unit</td>
</tr>
<tr>
<td>Acknowledge receipt of the application in writing</td>
<td>RPL Officer</td>
<td>Letter to the student</td>
</tr>
<tr>
<td>Assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form</td>
<td>RPL Officer</td>
<td>If required, the students may be asked to provide a verbal or written evidence of competency or demonstrate the competency in assessor’s presence</td>
</tr>
<tr>
<td>Grant necessary credits if eligible</td>
<td>RPL Officer</td>
<td>Partial credits can be granted if the evidences only satisfy a part of the unit</td>
</tr>
<tr>
<td>If not successful, document detailed reasons on the application form</td>
<td>RPL Officer</td>
<td></td>
</tr>
<tr>
<td>Make copies of the evidences for the student file</td>
<td>RPL Officer</td>
<td>Original documents must be sighted</td>
</tr>
<tr>
<td>If successful, update student records on the student management system</td>
<td>Student Admin</td>
<td>Use appropriate code to recognise credit transfer</td>
</tr>
<tr>
<td>If unsuccessful, arrange for a refund of the RPL fee</td>
<td>Student Admin</td>
<td>Student should be advised of their right to appeal the decision</td>
</tr>
<tr>
<td>Send a letter to the student advising the outcome of the application</td>
<td>Course Coordinator</td>
<td>A copy goes in the student file</td>
</tr>
</tbody>
</table>
7. Responsibility

The Director of Studies is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

The nominated RPL Officer is responsible for collecting, verifying, assessing and filing evidences of competency and prior learning.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@altec.vic.edu.au
RPL and Credit Transfer Procedure

1. **RPL/Credit Request**
   - Assess Credit Transfer Claim
   - Sight and Copy Transcripts and Awards
   - Verify Authenticity and Applicability
   - Determine Competency Equivalence
   - **Approved**
     - Grant Credits and Prepare a Study Plan
     - Determine New Course Duration and Fees
     - Issue eCoE and Update Records
   - **No**
     - Reject and Inform
2. **Assess RPL Claim**
   - Sight and Copy Transcripts and Awards
   - Verify Authenticity and Applicability
   - Conduct RPL Assessment
   - **B**
   - **No**
     - **Approved**
     - Grant Credits and Prepare a Study Plan
     - Determine New Course Duration and Fees
     - Issue eCoE and Update Records
     - Letter to Student

Ensure Nationally Recognised Qualification or Competency. Must sight ORIGINAL documents. Check the institution bona fides on National Register.

Check Training Package for Equivalency of Superseded Units/Competencies.
RPL Assessment Procedure

B → RPL Assessment

Formal Education and Training → Sight & Copy Transcripts and Awards → Map with ALL Unit Competency Elements → Conduct Competency Conversation → Conduct Practical Assessments as Needed → Approved

Informal Education and Learning → Sight & Copy Evidences of Learning → Map with ALL Unit Competency Elements → Conduct Competency Conversation → Conduct Practical Assessments as Needed → Approved

Work Experience → Sight & Copy Work Experience Letters → Map with ALL Unit Competency Elements → Conduct Competency Conversation → Conduct Practical Assessments as Needed → Approved

No → Organise and Facilitate Gap Training and Assessment → Grant RPL

Yes → Approved

No → No → No