RPL and CT - National Recognition Procedure

Distribution:	All staff and students
Related Documents:	**Related Policy** • PnP - Fees, Charges and Refunds Policy and Procedure • PnP - Certification and Issuing of Qualifications Policy and Procedure **Related Forms** • Form – Credit Transfer Application • Form - Credit Transfer Assessment Form • RPL - Self- Assessment Checklist and RPL Application Kit **Related Documents & Registers** • Student Handbook
Legislative Context:	
Alignment	National Vocational Education and Training Regulator Act 2011 Standards for RTO's 2015 – Std 3 Australian Qualifications Framework (AQF) Qualifications Issuance Policy
Standards for Registered Training Organisations (RTOs) 2015	
Clause 3.5—Accept and provide credit to learners	
Clauses 5.1 to 5.3—Informing and protecting students	

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RPL and CT - National Recognition Procedure

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RPL and CT - National Recognition Procedure

Introduction

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country—regardless of where they were issued. Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a student provides suitable evidence they have successfully completed a unit or module at any RTO, your RTO must provide credit for the unit or module.[1]

ONCALL Training College is committed to develop open and accessible guidelines for the granting of credit transfer and recognition of prior learning with respect to specific units that constitute a course of study on the basis of prior learning, whether from formal studies, non-formal and informal learning or professional work or life experience.

Purpose

The purpose of this policy and procedure is to provide a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous and/or current training, work experience and/or life experience.

Scope

This procedure applies to all training products on the ONCALL Training College scope of registration.

Responsibilities

This procedure is the responsibility of the Enrolment Officer (with TAE40116), Course Coordinator and/or Account Manager who will assess and determine a satisfactory outcome.

Definitions

Recognition of Prior Learning (RPL): An assessment process that assesses an individual's non-formal and informal learning 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 qualification.

Recognition of prior learning (RPL) is defined in the AQF as follows:

"Recognition of prior learning 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."

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[1] Source viewed 31/01/2022 https://www.asqa.gov.au/standards/enrolment/clause-3.5

Credit Transfer (CT): Credit transfer determines the extent to which a unit of competency is equivalent to the unit/s noted on the training plan, in a qualification.

Credit transfer is defined in the AQF as follows, "Credit transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications"

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.

Document: means a Testamur/Statement, Statement of Attainment or Record of Results.

AQF: means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/

Statement of Attainment: confirms that one or more nationally recognised units or modules have been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course.

Self-assessment involves the candidate documenting skills, knowledge and experience in the relevant unit(s) of competence for which credit is being applied.

Testamur: is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification', 'parchment', or 'certificate'

Informal Learning: Learning occurring through experience of work-related, social, family, hobby or leisure activities, without being part of a structured program of study.

Credit Transfer - Policy Statement

Credit Transfer

The credit transfer process:

ONCALL Training College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar, and[2]
- making a judgment about the credit to be assigned between the matched components of the two qualifications.

AQF Qualifications

AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:

- Nationally recognised training
- Name of RTO issuing the AQF qualification or statement of attainment
- National provider number of RTO
- Full surname and first name of the recipient
- The qualification title
- Record of results identifying the units of competency attained
- The issuing RTO is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package
- Always contact the organisation that delivered the training if you have any reason to be concerned about the authenticity of credentials presented

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[2] Source viewed 31/01/2022 https://www.asqa.gov.au/standards/enrolment/clause-3.5

Credit Transfer - Process & Procedures

Credit Transfer

Stage 1: Information

Credit Transfers can be granted under any of the following circumstances:

- Under the principles of National Recognition, a student is granted an automatic credit for any equivalent unit that they successfully completed at any other Registered Training Organisation
- When the unit has exactly the same code and title, even if it is not from the same Training Package
- The unit reviewed has resulted in minor changes to the unit code. The outcomes of the unit have remained substantially the same and therefore, the unit is equivalent to the new unit as published on http://training.gov.au
- If the Training Package has been superseded within 12 months of issuance of certification, Credit Transfer can be applied. If the unit(s) are superseded beyond 12 months, an RPL review process can be offered.
- When the unit has been transferred from another Training Package and recoded, however the learning outcomes remain the same
- Documentation should relate to courses that were successfully passed within the last 5 years as units & legislation may have changed or been superseded within the last 5 years

> **Commented [AJ1]:** @Anthony Walsh is it 5 or 7 years?

Stage 2: Application

If a student, upon application, identifies as having a Credit Transfer for any unit(s) they must complete a credit transfer application form and submit it before the commencement of the course.

The Credit Transfer policy and procedures are contained in the student handbook and can be found on https://www.otc.edu.au/about-us/policies-forms.

The student indicates during their enrolment and/or Pre-Training Review to apply for Credit Transfer and decides which units of competency they will apply for.

This can be via the following:

- Online enrolment process
- Phone call request and documentation sent via email, or
- Using the Credit Transfer Application form on https://www.otc.edu.au/about-us/policies-forms

> **Commented [AJ2]:** Update the CT application form - clause: 10 days after the commencement

The student must submit the following documents:

- An authenticated USI VET Transcript with QR Code
    - An authenticated VET transcript collates an individual's VET training outcomes undertaken since 1 January 2015 into a single record. Anyone who has undertaken nationally recognised training since 2015 can access their VET transcript via their USI

account. This PDF document can then be downloaded and shared with third parties, via email or hard copy, to verify your records online (for more information see https://www.usi.gov.au/transcripts).

- Students can access their VET transcript via their USI account https://portal.usi.gov.au/student/Usi/Forgotten/Success

- Or by providing permission to view your USI Transcripts. Students can give account permission to ONCALL Training College RTO ID:45098 by accessing their USI account https://www.usi.gov.au/students and using the "Set up access to your USI Account/Permission" function.

- Or a hard copy of:
  - Qualification Testamur and an Official Academic Transcript* with final grades
  - Statement of Attainment*

  *(*All Documents must be originals or true copies. Copies must bear an original signature and is a true copy of the original. Students must give consent for OTC to contact the organisation that delivered the training to confirm the authenticity of credentials presented)*

If the student's previous study was at ONCALL Training College, then supporting documents are not required.

Stage 3: Assessment process

ONCALL Training College completes the following check against the student's application as equivalent as published on http://training.gov.au:

1. OTC authenticates the information by directly accessing the USI transcript online (see CEO for USI access) or by contacting the organisation that issued the document to confirm the content is valid.
2. Documentation is checked against the units listed in the qualification enrolling into by using the Credit Transfer Assessment Form on SharePoint https://oncalltc.sharepoint.com/FormsPolicies/Form%20-%20Credit%20Transfer%20Assessment%20Form.xlsx?d=w5786203d153d44e68115e299d3d9dcf
   a. Credit Transfer highlighted and evidence attached.

3. The Credit Transfer Assessment Form & Qualification Testamur and Official Academic Transcript are to be saved on VETtrak's VTDoc system under the applicant's enrolment.
   a. File Type selected as "RPL or Credit Transfer documents"

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4. Student enrolment in VETtrak to be updated with associated Credit Transfers (if fee for service)
   a. Ledger Code selected is "CT"
   b. No fees are payable for credit transfer amount to be "0.00"

5. Credit Transfer results are recorded in Student Management system VETtrak against the unit as:
   a. Result "Credit Transfer"
   b. On the date the assessment is made

6. Workshop attendance for that unit is listed as "Credit Transfer Attendance Not Required".

   a.

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No fees are payable for credit transfer, however the student must be enrolled in the qualification.

The outcome of the application is informed to the Training Department along with the updated duration of the course and the Training Plan is produced from Student Management system VETtrak

1. For single occurrence enrolment use Training plan report by right mouse click on enrolment
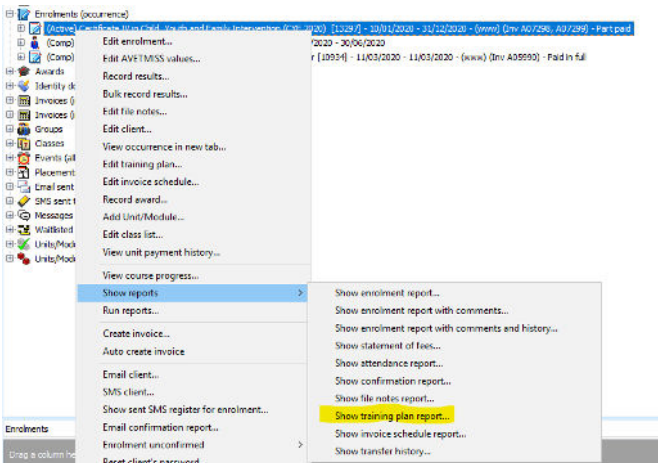
2. For courses with 2 occurrences such as Cert IV in CYF & PPC Top up Units select custom report "Training Plan by Client.fr3"
    a. Search for your client
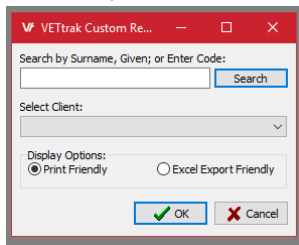
    b. And this will show you all occurrences still active that will include all delivery dates

Training Department updates the timetable and informs the trainer about the student Credit Transfer Application

Stage 4: Outcome of the process

The student is informed that their application will be reviewed and they will be notified of the outcome within 48 hours.

The student applying credit transfer for units of competency from the qualification will receive an updated training plan, timetable and new fees structure for the remaining of the qualification.

Credit Transfer Flow Chart

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                    ┌─────────────────────────────────────────────┐
                    │      Candidate request Credit Transfer (CT)   │
                    └─────────────────────────────────────────────┘
                             │              │                │
            ┌────────────────┘              │                └────────────────┐
            ▼                               ▼                                 ▼
   ┌─────────────────┐          ┌─────────────────────┐         ┌──────────────────────────┐
   │  Via phone call  │          │ Via enrolment portal │         │ Via CT Application Form  │
   │                  │          │                      │         │      from website        │
   └─────────────────┘          └─────────────────────┘         └──────────────────────────┘
            │                               │                                 │
            ▼                               ▼                                 ▼
   ┌─────────────────┐          ┌─────────────────────┐         ┌──────────────────────────┐
   │ Candidate emails │          │ Candidate completes  │         │ Candidate completes and  │
   │ copies of relevant│         │ enrolment and submits │        │ submits completed        │
   │ qualifications   │          │ copies of relevant    │        │ CT Application Form with │
   │                  │          │ qualifications via    │        │ copies of relevant       │
   │                  │          │ portal                │        │ qualifications           │
   │                  │          │ CT Credit Transfer form│       │                          │
   └─────────────────┘          └─────────────────────┘         └──────────────────────────┘
            │                               │                                 │
            ▼                               ▼                                 │
   ┌──────────────────────────────────────────────┐  ◄───────────────────────┘
   │ OTC will authenticate the information Via USI  │
   │ or issuing RTO                                 │ ──────────┐
   └──────────────────────────────────────────────┘            ▼
            │                                         ┌──────────────────────────┐
            ▼                                         │    CT deemed unsuitable   │
   ┌──────────────────────────────────────────────┐  └──────────────────────────┘
   │ OTC Completes Credit Transfer Assessment Form  │            │
   │ on SharePoint                                  │            ▼
   └──────────────────────────────────────────────┘  ┌──────────────────────────┐
            │                                         │ Candidate is recommended  │
            ▼                                         │ to undertake formal       │
   ┌──────────────────────────────────────────────┐  │ training                  │
   │ OTC updates student enrolment in VETtrak &     │  └──────────────────────────┘
   │ adds note to enrolment RE: Credit Transfer     │
   └──────────────────────────────────────────────┘
            │
            ▼
   ┌──────────────────────────────────────────────┐
   │ OTC updates the timetable and informs the      │
   │ trainer, admin and student                     │
   └──────────────────────────────────────────────┘
            │
            ▼
   ┌──────────────────────────────────────────────┐
   │ Student receive an updated training plan,      │
   │ timetable                                      │
   └──────────────────────────────────────────────┘
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RPL - Policy Statement

Recognition of Prior Learning (RPL)

RPL is the formal recognition of the skills and knowledge a person has regardless of how or where they have been attained, that is, through informal or non-formal training, work experience, (paid and unpaid) voluntary work and life experience. RPL is a form of assessment and under the Standards for RTOs, students and providers must:

    a. meet the requirements of the relevant Training Package or accredited course

    b. be conducted in accordance with the principles of assessment and the rules of evidence, and

    c. meet workplace and, where relevant, regulatory requirements

The underlying principle of Recognition of Prior Learning (RPL) is that no student should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

This policy therefore aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

Assessment of all RPL applications shall be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40116) or (TAE40110) with its updated equivalent and who has the vocational competencies in the unit they are assessing the student's competency against.

RPL is an assessment process so therefore must adhere to the requirements of assessment and there is no training provided as a part of RPL assessment.

The evidence collect for the RPL process would normally comprise a portfolio containing a range of supporting materials, and evidence attesting to the student having met the learning outcomes of the identified course, such as

- Work based Curriculum Vitae
- Essays
- Certified copies of Professional References
- Certified copies of Industry Awards
- Reports
- Workplace documentation, such as position description, third party reports (performance, plan and reports)
- Work samples, professional development activities

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Mixed cases of recognition:

When a student has studied in the past and has gained a Statement of Attainment in a unit/s of competency that are not fully equivalent to the units noted on the training plan, then students can request recognition for the Unit/s of Competency and the gap in competency will be assessed.

In a mixed case of recognition, an RPL assessment may be used to supplement credit transfer.

The quality requirements for credit transfer and RPL will then apply separately to the two processes – assessment of the past studies and assessment of the individual's skills and knowledge.

The result of mixed recognition is to be reported as RPL

Trainer/Assessor Qualifications

Assessment is only conducted by persons who have:

- vocational competencies at least to the level being delivered and assessed; and
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment and,
- TAE40116 Certificate IV in Training and Assessment or TAE40110 with updated units completed

A current Trainers Skills Matrix (TSM) must be used to record the qualifications and experience of trainers/assessors.

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RPL - Process & Procedures

Procedure for Recognition of Prior Learning (RPL)

Stage 1: Information

All prospective and enrolling students must be informed in all pre-enrolment information of the opportunity to apply for RPL. Students can apply for RPL for the unit of competency prior to the commencement of delivery of the unit of competency.

The information provided to students will include the following:

- RPL can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied

- RPL is awarded for a total unit of competency (no partial RPL of a unit of competency will be awarded).

Students can apply for RPL who have gained learning through the following means:

- **Formal Learning:** Formal learning means the student has completed part, or all, of an accredited qualification.

- **Informal Learning:** Informal learning means the student has acquired learning through a structured program that was not part of an accredited qualification.

- **Non-Formal Learning:** Non-Formal learning means the students' learning was acquired through work or life experience.

Stage 2: Application

If a student wishes to apply for RPL they must complete the 'RPL Application Form' document with the required information (such as detailed records of their experience, employment, training, etc, which may be relevant).

Students will have to specify the unit/s of competency for RPL process on the RPL - Self- Assessment Checklist and RPL Application Kit and they will be required to identify how they address the elements of the unit of competency included in the RPL application.

Students will be charged an application fee of $500 which will be non-refundable regardless of the outcome of the RPL process.

On receipt of the RPL Application Form, ONCALL Training College will give the student self-assessment checklist along with a unit of competency that the student has requested. This will help the student assess their eligibility to apply for RPL. Students are informed about the documents required to assist them through the RPL process.

On successfully submitting the self-assessment checklist and the unit of competency, the training department will go through the documents and determine that the student is competent to go through the rest of the course.

Students at this stage will be asked to attend an interview (either through phone, TEAMS or go to meetings) with an appropriately skilled assessor who will talk to them about their current competencies.

Once the interview is conducted, the assessor will inform the administration staff about the outcome of the interview and the successful student will be handed the RPL Kit and will began with the RPL process.

Stage 3: Assessment process

ONCALL Training College is required to ensure that all RPL assessment undertaken is completed and recorded appropriately.

The following is to occur when assessing a RPL application:

- The assessor will determine the most appropriate method of verifying the competencies according to the assessment criteria in the RPL Kit.
- Students are informed about the documents required to assess them through the RPL process
- Relevant documentation from the student, the evidence will be assessed against the competency standards for the particular unit of competency.
- In marking an assessment, assessors will consider the following:
    - Relevance and nature of evidence provided by the applicant
    - Scope of subject matter covered by the evidence
    - Whether the evidence is sufficient to enable a judgement of competency to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units
    - Determine if the evidence is sufficient and reliable
    - Where evidence and documentation require additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting.
    - If an interview needs to be conducted, the assessor will document all information collected in a Report which will be stored with the students RPL Application and evidence submitted.
- All original documents such as certificates, workplace reports, etc, should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.

Stage 4: Outcome of the process

Where RPL is granted, this information will be communicated in writing to the student within 10 business days of completion of the assessment. Statement of Completion of Units can be issued upon request.

Where RPL is not granted students will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for

refusal (where applicable). ONCALL Training College will not provide re-assessment to students who have been refused RPL.

In all cases, a copy of the RPL documentation and outcome will be kept in the student's file.

Appeal

Where RPL/Credit Transfer is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussion, the individual may appeal by using the methods outlined in the 'Students Complaints and Appeals Policy and Procedure.' This policy and procedure can be obtained from the ONCALL TRAINING COLLEGE website and is also found in the Student Handbook.

The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

RPL Flow Chart

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The RPL process – an overview

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┌─────────────────────────────┐                    ┌─────────────────────────────┐
│  Candidate enquires about    │ ─────────────────> │   RPL deemed unsuitable      │
│            RPL               │                    │                             │
└─────────────────────────────┘                    └─────────────────────────────┘
              │                                                   │
              ▼                                                   ▼
┌─────────────────────────────┐                    ┌─────────────────────────────┐
│ Candidate receives RPL       │                    │  Candidate is recommended to │
│   Self-assessment            │                    │  undertake formal training   │
└─────────────────────────────┘                    └─────────────────────────────┘
              │                                                   ▲
              ▼                                                   │
┌─────────────────────────────┐                                  │
│ Candidate completes and      │                                  │
│ submits completed RPL        │                                  │
│ Self-assessment with CV and  │                                  │
│ certified copies of any      │                                  │
│ relevant qualifications      │                                  │
└─────────────────────────────┘                                  │
              │                                                   │
              ▼                                                   │
┌─────────────────────────────┐                                  │
│ Assessor reviews RPL         │                                  │
│ Self-assessment and contacts │                                  │
│ candidate to discuss their   │                                  │
│ submission                   │                                  │
└─────────────────────────────┘                                  │
              │                                                   │
              ▼                                                   │
┌─────────────────────────────┐         ┌─────────────────────────────┐
│ Assessor contacts the        │ ──────> │ RPL is deemed unsuitable     │
│ candidate with a decision    │         │ based on application         │
│ about their suitability to   │         └─────────────────────────────┘
│ continue the RPL process     │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Invoice student: $500 per    │
│ unit                         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Candidate receives RPL       │
│ Evidence Tool and RPL Third  │
│ Party Report; payment        │
│ arrangements made            │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Candidate gathers evidence   │
│ and completes tasks,         │
│ including workplace          │
│ observations (where          │
│ applicable)                  │
└─────────────────────────────┘
              │                                      ┌─────────────────────────────┐
              ▼                                      │ Qualification or statement   │
┌─────────────────────────────┐                     │ of attainment issued         │
│ Candidate submits completed  │                     └─────────────────────────────┘
│ RPL Evidence Tool, RPL Third │                                    ▲
│ Party Report and evidence    │                                    │
└─────────────────────────────┘                                    │
              │                                      ┌─────────────────────────────┐
              ▼                                      │ Assessor makes an assessment │
┌─────────────────────────────┐                     │ decision; candidate is       │
│ Assessor review documents;   │ ──────────────────> │ informed; RPL documents      │
│ contacts referees and third  │                     │ forwarded to office for      │
│ party person if necessary    │                     │ record keeping               │
└─────────────────────────────┘                     └─────────────────────────────┘
```

Major Version History

Date	Reason for change	Modified / Approved By (Role & initials)
6/1/2019	Policy review & update to new format	CEO / AW
8/1/2019	Combine with RPL & National Recognition Policy	CEO / AW
14/10/2020	Reviewed CT process and updated procedure	GB & AB CEO / AW
27/01/2022	Reviewed CT process and update link on website with the correct form	Q&D - AJ
16/03/2022	Reviewed process and update link on website	Q&D - AJ