

CREDIT TRANSFER & RECOGNITION OF PRIOR LEARNING (RPL) POLICY

INTRODUCTION

Credit Transfer

Providing credit is recognising the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully.

According to Standards for RTOs 2015, Clause 3.5 Vocational Training Institute (VTI) will accept and provide credit to students 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.

Recognition of Prior Learning (RPL)

According to Standards for RTOs 2015, Clause 1.2 Vocational Training Institute (VTI) will determine the amount of training they provide to each student with regard to the existing skills, knowledge and the experience.

RPL is an assessment process that assesses the competencies of an individual that may have been acquired through formal, non-formal and /or informal learning(or a combination of these)to determine the extent to which that individual meets the requirements specified in the relevant Training Package.

Formal Learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a Certificate, Diploma or University Degree).

Non-Formal Learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and

Informal Learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

KEY REQUIREMENTS

1. VTI will offer Credit Transfer (CT) and Recognition of Prior Learning (RPL) for all students prior to enrolling them in a qualification.
2. Students wishing to apply for CT or RPL must do so in writing at the time of enrolment so that VTI can determine the amount of training they will provide to each student with regard to their existing skills, knowledge and the experience.
3. VTI is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.
4. VTI's RPL assessment methods will include reasonable adjustment for the literacy levels, cultural background and experiences of students, and it will not be a proxy for the assessment of skills such as literacy except where these are intrinsic to the learning outcomes of the qualification component.
5. VTI's RPL assessment methods will address the specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the particular qualification components for which credit is sought
6. VTI will provide a range of ways for students to demonstrate that they have met the required outcomes and can be granted credit.

CREDIT TRANSFER AND FORMAL LEARNING RPL

- Students are not 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.
- When applying for Credit Transfer or Formal Learning RPL students are required to provide suitable evidence they have successfully completed a unit or module at any RTO.
- For Credit Transfer, the evidence required will be a Testamur/Record of Results or Statement of Attainment from a Registered Training Organisation.
- VTI's Admin staff will check that the evidence provided is authentic by:
 - directly accessing the USI transcript online. RTOs can directly view a USI transcript online via the USI transcript Service (www.usi.gov.au) for any student who has activated permission for them to do so in the USI Registry System. Students are able to activate this permission online.
 - or
 - contacting the organisation that issued the document to confirm that the content of the submitted documents is valid.
- This assessment activity will be conducted by VTI at no cost to the student.
- Successful Credit Transfer may reduce the duration of the qualification

NON FORMAL OR INFORMAL LEARNING RPL

- On receiving the RPL application, VTI will arrange a brief meeting of the student with VTI Assessor to determine whether or not the RPL process non-formal and/or informal learning, on a Unit of Competency by Unit of Competency basis, is applicable for the student.
- During this meeting, if the student is of the opinion, that they are able to collect and submit the required performance evidence for non-formal and/or informal learning the VTI Assessor will outline timeframes to the student for the provision of this evidence so that RPL can be granted.
- The onus is on students to provide sufficient evidence to satisfy their Assessors that they currently hold the relevant competencies.
- The Assessor will provide guidance as to what types of evidence the student could provide to their Assessor in order to be granted RPL for a Unit of Competency.
- The Assessor will outline to the student that the evidence that they provide must satisfy the following Rules of Evidence (Validity, Sufficiency, Authenticity and Currency) and the Principles of Evidence.
- To assist with the evidence gathering activity their Assessor will conduct RPL Conversation, on a Unit-by-Unit basis for all units within a qualification, with the student, which will form part of the pool of evidence that will assist with the determination of competence.
- If the RPL Assessor during the RPL Conversation believes that the student will not be able to be deemed competent, at the conclusion of the conversation, they will terminate the RPL process at this stage. If this is the case, the student will pay no RPL processing fee.
- If the student goes ahead with submitting the evidence the RPL processing fee must be paid by the student irrespective of whether or not RPL is granted or not granted.
- **For Non-Formal Learning RPL, the evidence required may include but is not limited to:**
 - An outline of the structured program of instruction and must include the Logo and Business Name of the organisation that provided the instruction.
 - Mapping of learning outcomes from prior non-formal learning to the relevant qualification components
 - Papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
 - The RPL Assessor may also use the following
 - a. questioning (oral or written)
 - b. consideration of a portfolio and review of contentsparticipation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components

- **For Informal Learning RPL the evidence required may include but is not limited to:**
 - For work related evidence, such as a third party report from their work supervisor, other documentation such as articles, reports, project material;
 - For other informal learning activities such as social, family, hobby or leisure, evidence can be Papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
 - Observation of performance in work based and/or simulated environments
 - The RPL Assessor may also use the following
 - a. questioning (oral or written)
 - b. consideration of a portfolio and review of contents
 - c. participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

AFTER SUBMISSION OF EVIDENCE

- The student will be required to provide the pool of to their Assessor by the agreed date.
- In judging evidence, the Assessor must ensure that the evidence of prior learning is:
 - a. authentic (the students' own work);
 - b. valid (directly related to the current version of the relevant endorsed unit of competency);
 - c. reliable (shows that the student consistently meets the endorsed unit of competency);
 - d. current (reflects the student current capacity to perform the aspect of the work covered by the endorsed unit of competency); and
 - e. sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).
- After reviewing the evidence, the RPL Assessor will either grant or not grant RPL on a Unit-by-Unit basis.
- To complete the process, the Assessor and student will both sign and date the RPL document which outlines the outcome of the RPL assessment process as well as advising the student of VTI's Appeals process (if they are dissatisfied with any assessment outcome).
- VTI's Assessor will advise VTI's Administrative Department of the outcomes of the RPL Assessment process so that the Administrative Department can record the outcome in the student's result. All RPL documentation must be retained in the student's individual file.
- Granting RPL may reduce the duration of the qualification

REQUIREMENTS OF VTI RPL ASSESSOR FOR NON-FORMAL AND/OR INFORMAL LEARNING

VTI Assessors who conduct assessments against individual units of competency must hold:

- relevant vocational competencies at least to the level being assessed.
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment.
- Appropriate Training and Assessment qualifications as per Clause 1.14

APPEALS

Student have access to VTI'S Complaints and Appeals Procedure to appeal the RPL decisions made by their Assessor within 20 days of the communication advising them of the decision.