

Recognition of Prior Learning and Credit Transfer Policy and Procedure

1. Policy

Vocational Training Institute (VTI) RTO 41111, CRICOS 03487C will ensure that its Students and Staff will meet the requirements as per

Clause 3.5 of 'Standards for Registered Training Organisations' (SRTOs 2015) according to which VTI will accept and provide 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

Standard 2 of 'National Code of Practice for Providers of Education & Training to Overseas Students 2018' as per which VTI will maintain the integrity of qualification and complies with the requirements of educational frameworks of the course while making decisions to assess Recognition of Prior Learning (RPL) or grant course credits. When granting RPL or course credits, VTI will provide a written record for the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2. Purpose

The 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 RPL and Credit Transfer (CT) ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for RPL.

3. Scope

This policy and procedure applies to all the courses on VTI's scope of registration and CRICOS register, current and prospective students who seek recognition for learning previously gained through formal, non-formal and informal learning and work experiences. It also applies to the staff engaged in this process.

4. Definitions

Recognition of Prior Learning (RPL): 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).

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).

Credit Transfer (CT): 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 because of previous study, experience or recognition of a competency currently held, including academic credit and RPL 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.

5. Policy Statement

1. Information regarding CT must be included in the information given to students prior to enrolment.
2. Students wishing to apply for CT or RPL must do so in writing prior to or 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 address the specific evidence required to demonstrate achievement of the learning outcomes and assessment requirements of the particular qualification components for which credit is sought.
5. VTI will provide a range of ways for students to demonstrate that they have met the required outcomes and can be granted credit.
6. Applicants wishing to apply for a CT must apply using the 'Credit Transfer Form'.
7. Applicants must present their Statement of Attainment or Qualification so that the unit/s presented for CT can be verified against the unit/s proposed to be delivered by VTI.
8. Applicants must provide certified copies of documents.
9. Statements of Attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework.
10. Credit will be provided only for those units which are equivalent to the units delivered at VTI. No other units will be considered from the training package of the qualification.
11. Following are various means of verification of authenticity of the CT documents:
 - the verification will be done on the USI Provider Administrative Portal the consent is taken for this in the Credit Transfer Form.
 - By contacting the RTO or the provider to verify the authenticity of the documents by email. The consent of the student will be taken in the Credit Transfer Form.
 - VTI can also write to ASQA and ask them to verify the documentation if needed.
12. Any course duration reduction as a result of RPL/CT granted to students must be indicated on Confirmation of Enrolment, if granted prior to the issue of a visa, or PRISMS, if granted after the issue of a visa.
13. VTI does not charge any fee for issuing CT however, RPL will incur AUD \$250 per unit (Refer VTI Fee and Charges Policy available at VTI website: <https://www.vocationalinstitute.com.au/>).

6. Procedure

6.1 RPL Procedure

1. The applicant contacts VTI and enquires about RPL.
2. On receiving the RPL application, VTI Assessor will have meeting with the applicant to provide thorough explanation of RPL process and will outline the timeframes for the submission of performance evidences required.

For Non-Formal Learning RPL, the evidence required may include but is not limited to	For Informal Learning RPL, the evidence required may include but is not limited to
<ul style="list-style-type: none"> - 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: <ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> - 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: <ol style="list-style-type: none"> 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.

4. The onus is on applicant to provide sufficient evidence to satisfy their Assessors that they currently hold the relevant competencies.
5. The Assessor will provide guidance as to what types of evidence/s the student could provide to their Assessor in order to be granted RPL for a Unit of Competency.
6. The Assessor will outline to the applicant that the evidence that they provide must satisfy the following Rules of Evidence (Validity, Sufficiency, Authenticity and Currency) and the Principles of Evidence.
7. 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 applicant which will form part of the pool of evidence that will assist with the determination of competence.
8. If the RPL Assessor during the RPL Conversation believes that the applicant 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 applicant will pay no RPL processing fee.
9. If the applicant goes ahead with submitting the evidence the RPL processing fee must be paid unit wise by the student irrespective of whether or not RPL is granted or not granted (Refer to VTI Fees and Charges Policy available at VTI website: <https://www.vocationalinstitute.com.au/>).
10. The applicant will be required to provide the pool of evidences to their Assessor by the agreed date.

11. After reviewing the evidence, the RPL Assessor will either grant or not grant RPL on a Unit-by-Unit basis.
12. To complete the process, the Assessor and applicant will both sign and date the RPL document which outlines the outcome of the RPL assessment process as well as advising the applicant of VTI's Appeals Process (if applicant dissatisfied with any assessment outcome).
13. VTI's Assessor will advise Administrative Department to record the outcomes of the RPL Assessment process in Student Management System. All RPL documentation must be retained in the applicant's file.
14. Granting RPL may reduce the duration of the qualification.

6.2 Credit Transfer Procedure

1. Applicants for CT must complete the Credit Transfer Form, attach a copy of certified Qualification, Statement of Results (academic transcript) or Statement of Attainment and submit the application to the Administrative Department.
2. The Administrative Department must check and verify the authentication of the submitted documents as per the Section 11 of Policy Statement Outlined above.
3. The filled and verified Credit Transfer Form will be then handed over to Assessor for further assessment and approval.
4. Once the Assessor has assessed the application they must record the outcome on the Credit Transfer Form and return to Administration Team.
5. The final outcome about the grant of CT will be emailed to the student and a copy will be retained in the Student file by Administration Team who then update the Student Management System accordingly.
7. Any changes to student's course schedule, timetable, course duration and tuition fees must be informed to the student and record must be placed in the student file.
6. If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
7. Any course duration reduction as a result of CT granted to student must be indicated on Confirmation of Enrolment, if granted prior to the issue of a visa, or PRISMS, if granted after the issue of a visa.

7. Student's Right to Appeal

- a. A student may appeal against a decision made with respect to the process/outcome of RPL and CT, and the appeal must be lodged in writing according to the processes for appeals as detailed in the VTI's Complaints and Appeals Policy and Procedure available at VTI website: <https://www.vocationalinstitute.com.au/>.
- b. VTI's appeal process does not restrict the right of student or intending student to pursue other legal avenues or to take action under Australia's Consumer Protection Laws.

8. Responsibility

Assessors, Administration Team, Operations Manager and CEO are the responsible person associated with this policy and procedure.

9. Related Documents

Few of the main related documents to this Policy and Procedure are as follows:

- Credit Transfer Form
- Admissions Policy and Procedure