



RPL, Credit Transfer and National Recognition Policy and Procedure

Title: Cheating and Plagiarism Policy and Procedure	Operational Area: Training and Assessment
Prepared By: Chandler RTO	Date Created: 10/11/2018
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Purpose:

Chandler RTO is committed to the delivery of high-quality training and assessment services and acknowledges that learning occurs in a variety of formal and informal ways. This policy and procedure is designed to ensure that Chandler RTO:

- provides for the assessment and recognition of skills and knowledge acquired through training, work or life experience in accordance with the requirements of the Australian Quality Training Framework (AQTF) Essential Conditions and Standards and relevant funding agreements, and
- recognises the AQF qualifications and statements of attainment issued by other Registered Training Organisations (RTOs)

This policy and procedure applies to all Chandler RTO applicants seeking to enrol or who have enrolled in nationally recognised training.

Definitions

National Recognition is the recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs.

Credit Transfer (CT) is the granting of credit to an individual for units of competency/modules previously completed. The assessment process determines the extent to which the applicants'/students' initial course/unit of competency/module is **equivalent** to the required learning outcomes, competency outcomes, or standards in a qualification. Credit transfer applies where the unit of competency/module previously attained does not have the same unit code or unit title; however, the Training Package states that it is equivalent to the unit of competency being sought.

Credit transfer can also be applied to other certification and formal learning such as tertiary qualifications where equivalence can be demonstrated.

Recognition of Prior Learning (RPL) is 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 or competency outcomes.

Chandler RTO Responsibilities:

Chandler RTO will inform all prospective students during the enrolment process of the opportunity to apply for RPL and Credit Transfer as an alternative pathway to course attendance. Prospective students will also be informed that Chandler RTO recognises the AQF qualifications and statements of attainment issued by other RTOs.

In relation to National Recognition, Chandler RTO will:

- identify any competencies previously acquired
- verify the authenticity of a qualification/statement of attainment with an issuing RTO.
- advise the applicant of the outcome of the national recognition application, including the applicant's right to appeal

In relation to credit transfer, Chandler RTO will:

- assess equivalence of previous units of competency/certification; certification may not include non-accredited training such as industry related courses/workshops
- advise the applicant of the outcome of the credit transfer, including the applicant's right to appeal.

In relation to RPL, Chandler RTO will:

- determine in consultation with the applicant, the learning, skills and knowledge that the candidate is able to provide the evidence of the learning outcomes or performance criteria of the course or qualification for which the candidate is seeking entry
- determine whether any further evidence is needed to support the claim of competence and arrange for appropriate additional learning experiences or gap training where appropriate. (NB Gap training will only commence upon completion of the RPL Assessment process), and
- advise the applicant of the outcome of the RPL application, including the applicant's right to appeal.

Applicant responsibilities:

Applicants must ensure they read and understand the policy as outlined within this document prior to enrolment, sign the declaration and include their declaration with their application for CT and/or RPL.

In relation to National Recognition the applicant will:

- provide the original qualification certificate or statement of attainment for sighting purposes. If the original documentation is not available, any copy provided by the individual must be certified by an authorised person.
- There are no fees associated with the National Recognition process

In relation to Credit Transfer (CT) the applicant will:

- provide the original qualification certificate or statement of attainment for sighting purposes. If the original documentation is not available, any copy provided by the individual must be certified by an authorised person so that's its equivalence can be determined by the RPL Coordinator (or delegate).
- There are no fees associated with the Credit Transfer process.

In relation to Recognition of Prior Learning (RPL) the applicant will:

- Meet with the RPL coordinator to discuss the requirements and receive advice in relation to their application for RPL.
- Complete the RPL kit, ensuring that all the required evidence is made available and that the information provided is true and correct.
- The application for RPL must be received at least 7 days prior to the commencement of the course and prior to any payment being made so that appropriate adjustments to fees can be made prior to enrolment.
- Applications received after that date and granted may have the effect of reducing the amount of class time an applicant is required to complete however there will be no reduction in the course fees charged.
- The assessment fee for all RPL applications will be as per the full unit/module cost and applied to the course fee. Where RPL is granted for a particular unit and no additional class time is required; the unit fee will remain same.

Procedure:

National Recognition

1. The RTO Manager and Director will be responsible for processing all applications for National Recognition.
2. An individual seeking National Recognition will be required to provide the original qualification certificate or statement of attainment for sighting purposes. If original documentation is not available, any copy provided by the individual must be certified i.e. by an authorised person.
3. A copy of the original will be taken, and the original will be returned to the student/client. In the case of a certified copy, Chandler RTO will keep the certified copy.
4. The RTO listed on the certificate or statement of attainment will be checked on www.training.gov.au and verified to ensure the issuing organisation is an RTO.
5. Chandler RTO will contact the RTO that issued the certificate or statement of attainment and verify that the certificate or statement of attainment is authentic. The RTO will be asked to verify the certificate number or statement of attainment number and ensure that the number was allocated to the student who has presented the certificate or statement of attainment. Chandler RTO will record the details of the conversation including the time and date of the telephone call and the name of RTO representative.
6. After conducting the above checks Chandler RTO will recognise the certificate or statement of attainment. There is no requirement for further assessment.

7. The Student Management System (VETtrak) will be updated to reflect the granting of National Recognition. NB: In VETtrak National Recognition is keyed as CT.
8. Any associated documentation including a copy of the verified/certified certificate or statement of attainment will be filed in the student's file.
9. There are no fees associated with the National Recognition process.

Credit Transfer

1. Credit Transfer may be claimed for one or more units of competency/modules relating to a vocational qualification to enable an individual to forego further training and assessment, and have their competencies recognised.
2. Where the applicant for a course provides authorised evidence that they have completed a unit of competency for a similar unit but either the unit/module code or title differ from the required unit/module, the RTO Manager (or delegate) will investigate whether the unit/module is equivalent according to the relevant training package or accredited course. **NB:** The processing of credit transfer cannot proceed when a student is unable to provide a certified copy of the relevant qualification or statement of attainment.
3. Where equivalence is determined the applicant will not be required to undertake further training and assessment, a credit transfer result will be recorded in the student file.
4. The Student Management System (VETtrak) will be updated to reflect the granting of credit transfer.
5. Any associated documentation including a copy of the verified/certified certificate or statement of attainment will be filed in the student's file.
6. There are no fees associated with the Credit Transfer process.
7. Where a gap is found between the unit of competency/module attained and the one required for the current course an RPL process may be undertaken to investigate whether further evidence would be sufficient to support the claim of competence.

Recognition of Prior Learning (RPL)

1. RPL may be undertaken for one or more units of competency relating to a vocational qualification to enable an individual to forego further training and assessment, and have their current competence assessed.
2. Applicants who consider applying for RPL will be required to attend an interview with the relevant RPL Coordinator who will provide an explanation of the process, give advice to the applicant and where appropriate supply them with the RPL Application Kit;
3. All assistance will be provided to the applicant to successfully complete the kit;
4. Applicants will use the information contained within the kit to conduct a self-assessment against the unit/module requirements (also to be supplied along with the RPL Kit);

5. Applicants will need to consider how they have achieved each component and if they can satisfy the unit/module requirements by submitting valid, sufficient, authentic and current evidence;
6. Applications for RPL must be accompanied by written evidence gathered by the applicant/student;
7. The completed form and kit, together with supporting documentation are then to be forwarded to the RTO Manager who will forward submitted documentation to the relevant RPL Assessor;
8. The relevant RPL Assessor will assess the application and make a decision as to whether RPL is to be fully or partially granted;
9. In some instances, and in support of documentary evidence, an interview and/or practical demonstration of skills will be required. The schedule and location of such will be negotiated with the applicant/student.
10. In the event that RPL is granted, the RPL Application Form along with all evidence provided by the applicant/student will be stored in the applicant's/student's file and the student management database will be updated to reflect the RPL decision. The applicant/student will be advised about the outcome of their application in writing;
11. In the event, that RPL is not granted, the applicant/student will be advised of the outcome in writing (letter or email) along with information about the process to appeal the decision.
The applicant/student will then have the opportunity to lodge an appeal if they feel their application was unfairly judged. If the applicant/student wishes to appeal the RPL decision then the Chandler RTO Complaint and Appeals procedure applies from this point on;
12. All RPL applications and supporting documentation will be stored in the applicant's/student's file for future reference.
13. An Administration and Assessment fee will be charged for each unit requiring RPL Assessment.

Fees

- The assessment fee for all RPL applications will be at the full unit/module cost. If RPL is not granted, the student may enrol to complete the unit at no extra cost.
- The processing of National Recognition and/or Credit Transfer does not incur a fee.