

Recognition of Prior Learning and Credit Transfer



Policy Overview

This policy ensures that no learner 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.

DRS TQM TRAINING SERVICE PTY LTD will ensure that Recognition of Prior Learning (RPL) and Credit Transfer (CT) is offered to all applicants on enrolment and that the process is structured to minimise time to applicant, and provides adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

RPL Process

Recognition of Prior Learning (RPL) relates to the learning achieved outside the formal education and training system. It is an assessment process that assesses the individual's non-formal and informal learning. This may include any combination of formal or informal training and education, work experience or general life experience 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.

Applicants who consider that they have completed appropriate training or have skills gained through prior learning and experience stipulated for the unit of the course may be granted RPL upon substantiation of that claim.

The RPL application process identifies what you have learned from life experience and work experience and measures these experiences against the learning outcomes of the course student is doing or want to do.

Department	Vocational Education & Training	Author(s)	RTO Manager	
Document Title	Recognition of Prior Learning & Credit Transfer Policy	Approved	RTO Manager	
Version	V-1.3 (Modified – June 2012)	Authorised	CEO	
AQTF Standard(s)	ES1.5 ES3.3	Distribution	Internal	RTO Manager, RTO Staff RTO Students
			External	Prospective Students

The assessment will be professionally conducted and will be valid, reliable, flexible and fair. Evidence of prior learning may include:

- Evidence of current competence
- Interview
- Performance , demonstration or skill test
- Portfolio, logbook, task book, projects or assignments.
- Written Presentation
- Case Studies
- In house training courses

RPL is available for all subject units. The performance criteria of each unit provide the RPL benchmarks. If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If no sufficient evidence is provided an assessment may be negotiated with the student and may consist of interview, written assignment, exam or other. Assessment conducted by a qualified assessor.

Credit Transfer

Credit transfer ensures that the AQF and VET qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised.

Where a student seeks recognition of skills and knowledge involved in a module or unit of competency attained through other relevant studies and/or training, credit may also be granted where the student is able to satisfactorily complete the formal assessment(s) for modules or units of competency from a AQF qualification course.

No fees are charged for the RPL or credit transfer assessment. Successful students are notified promptly of the RPL/credit transfer outcome. The assessor advises unsuccessful students of the reason for non-recognition and steps they can take to have a successful RPL claim, including appeal mechanism.

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Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>1.0 Recognition of Prior Learning If a candidate is applying for RPL, the candidate must complete RPL forms and submit evidence such as statements of attainment, certificates, work experience and/or academic transcripts of competence against the program's learning outcomes. An application for RPL can be made at any time prior to the commencement of a course or during the first term of the actual course.</p>	RTO/Training Manager	As required	Policy Statement
<p>2.0 Credit Transfer Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by DRs TQM Training Service Pty. Ltd to verify the Credit Transfer.</p>	RTO/Training Manager	As required	Policy Statement
<p>3.0 Evidence Checklist Listed below is a range of evidence that may be used in support of your application for RPL. This list to be used as a guide only.</p> <ul style="list-style-type: none"> • Certificate of achievement • Reference /letter of support –work/social • Demonstration of skill • Record of academic results • Video/Audio/photos • Duty statement/job specifications • Letter/memos at work • Curriculum vitae • Portfolio 	RTO/Training Manager	As required	Policy Statement

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Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>4.0 Applying for RPL and Credit Transfer</p> <p>Step 1 Obtain an <i>Application Form</i> from the RTO Manager</p> <p>Step 2 Discuss your <i>Application</i> with your trainer if possible</p> <p>Step 3 Submit your completed <i>Application</i>, including evidence to the RTO Manager</p>	RTO/Training Manager	As required	Policy Statement RPL/CT Application Form
<p>5.0 RPL - Attending an interview</p> <p>Applicant (student) may be asked to attend an interview, which offers the opportunity to talk through the application.</p> <p>Assessor must ensure that applicant (student) understand the process and explain clearly. Give the applicant (student) an opportunity to ask questions or raise any other concerns.</p> <p>Request the applicant to bring to the interview anything which applicant believes could assist his or her claim, for example:</p> <ul style="list-style-type: none"> Copies of any statements, reference or articles about your employment or community involvement. Copies of college reports, certificates or statement about your education and training Relevant work samples such as memos, essays, completed work products. Outlines of any courses which you have undertaken. Any other information which you feel might aid the assessment of your request. 	RTO/Training Manager	Within 21 days of application	Policy Statement Evidence to support the RPL
<p>6.0 National Recognition</p> <p>DRS TQM Training Service Pty. Ltd recognises qualifications and /or Statements of Attainment issued by another Registered Training Organisation (RTO)</p>	RTO/Training Manager	As scheduled	Policy Statement RPL/CT Application Form Qualifications or Statement of Attainment

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<p>7.0 What are the possible outcomes of an RPL and/or Credit Transfer Application</p> <p>Possible outcomes are as follows:</p> <ul style="list-style-type: none"> • Application successful and credit granted, current competencies recognised • Application suspended pending student providing further information/evidence • Application suspended pending student undertaking formal assessment for credits, exemptions, current competencies applied for by the student • Application rejected. The student may appeal and the application may be re-assessed. If required, a final decision will be made by the RTO Manager. 	RTO/Training Manager	Time of the application	Policy Statement
<p>8.0 If application is successful, applicant notified in writing and results entered on RTO database.</p>	RTO/Training Manager	Within 21 days of receiving the application	Policy Statement Letter of notification
<p>9.0 If application is unsuccessful, applicant notified in writing and provided with opportunity to re-submit with additional evidence or appeal decision to the RTO Manager. Appeals must be lodged within 10 days of date of notification of unsuccessful application.</p>	RTO/Training Manager	Within 10 days	Policy Statement Letter of notification
<p>10.0 Re-submits application with additional evidence or appeals decision by requesting a re-assessment of original application.</p>	RTO/Training Manager	Within 10 days	Policy Statement
<p>11.0 If application re-submitted, RTO Manager, in consultation with appropriately qualified and experienced RTO Trainer(s) re-assess original application or assess additional evidence provided.</p>	RTO/Training Manager	within 21 days from date of receiving the application	Policy Statement
<p>12.0 Applicant provided with final decision in writing. If application has been unsuccessful, then applicant may asked to submit a project related to unit prior to granting RPL for the unit.</p>	RTO/Training Manager	within 21 days from date of receiving the application	Policy Statement Letter of notification
<p>13.0 The CEO will be the person responsible for the implementation and maintenance of the policy.</p>	CEO	At all times	Policy Statement

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Application for Recognition of Prior Learning & Credit Transfer

Instructions to learners

- (1) Complete this form and submit to the RTO Manager.
- (2) Be sure to indicate whether you are applying for **RPL exemption** or **Credit Transfer** for each module or unit of competence
- (3) Attach copies of verified documentary evidence of subjects passed and/or evidence of experience gained (e.g. references). Original documents must be sighted by the RTO Manager.

Surname:

Given Names:

Course for RPL Assessment:

Office Use	Please tick one		Title or description of qualification(s) and /or experience upon which application is based. (Documentary evidence must accompany this form)	Course Modules/Units of Competence for which RPL or Credit is sought.		OFFICE USE ONLY	
	RPL Exemption	Credit Transfer		Code	Title	RPL / Credit Yes / No	RTO Manager (Signature)

I hereby declare that the information provided on this form is true and correct.

Learner's Signature Date/...../.....

Original documentation sighted (RPL Officer's Signature) Date/...../.....

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