# THE UNIVERSITY OF NOTRE DAME AUSTRALIA

# Procedure:

## (VET) RPL and Credit Transfer Processes

Effective: 12 December 2018

Audience: Staff and Students

Policy Category: Academic
Policy Sub-category: VET

| | |
|---|---|
| Key words: | RPL, credit, AQF, application, Vocational Education and Training |
| Procedure Owner: | DVC, Academic |
| Responsible Officer: | Assistant Dean, Nursing/Program Coordinator (or equivalent) |
| Review Date: | 12 December 2021 |

# Contents

# 1    PURPOSE

**1.1**    This Procedure sets out main processes to support implementation of the Policy:  Vocational Education and Training (VET) RPL and Credit Transfer.

# 2    RELATED POLICIES AND PROCEDURES

**2.1**    This Procedure should be read in conjunction with the following policies:
   2.1.1    Policy:  (VET) RPL and Credit Transfer
   2.1.2    Policy:  (VET) Assessment
   2.1.3    Procedure: (VET) Assessment
   2.1.4    Procedure:  (VET) Student Appeals

# 3    CREDIT TRANSFER

**3.1**    At the time of interviewing prospective students, information about Credit Transfer is provided and a formal Application Form provided.

**3.2**    Credit Transfer is limited to cases where there is evidence that the student has completed, or received credit transfer or RPL for, the same Unit of Competency for which credit is sought and that this in the same context as the student's current enrolment.

**3.3**    Should a Student wish to apply for Credit Transfer, the approved Application Form should be completed and submitted together with all evidence necessary to support the Application at the time of enrolment into the Unit or Units of Competency for which the Student is seeking Credit.

**3.4**    Original or certified copies of Statement of Results or qualifications must be submitted.

**3.5**    On receipt of the completed Credit Transfer application form and required evidence, the Assessor reviews the information provided and determines whether Credit Transfer should be granted, using the training.gov.au website to ensure that the Unit of Competency is the same as the current Unit of Competency in which the Student is enrolled.

**3.6**    Students are advised of the outcome of their Credit Transfer application within ten working days of submission, using the *Confirmation of Training and Assessment, Credit Transfer and RPL Form*, and prior to Course commencement.

**3.7**    The application form, evidence, and advice to students are recorded in the Student Management System, and/or on the student file.

**3.8**    Students who are not granted Credit Transfer may appeal the decision in accordance with the *Procedure:  (VET) Student Appeals*.

# 4    RECOGNITION OF PRIOR LEARNING (RPL)

**4.1**    RPL is an assessment only process, and offered to all students who enrol in a VET Course.

**4.2**    RPL applications can only be accepted from students who are enrolled in the Unit or Units of Competency for which RPL is being sought.

**4.3**    RPL recognises non-formal and informal learning such as (but not limited to) work experience, life experience, home/family care duties, volunteer/community work, sporting clubs, paid work, field trips, projects and excursions that evidence the required knowledge and skills applicable to the Unit of Competency/ies.

**4.4** At the time of interviewing prospective students, information about Recognition of Prior Learning is provided and a formal Application Form given to each prospective student.

**4.5** Students who wish to apply for RPL are provided with the Student Guide and the self-assessment materials from the RPL Assessment Toolkit relevant to the Unit/s of Competency or VET Course.

**4.6** Students complete the self-assessment component of the toolkit provided, and then make a time to meet with the Assessor to discuss their application.

**4.7** The Assessor reviews the completed self-assessment and advises the student to either proceed with their RPL application, or identifies other relevant pathways to the VET Course.

**4.8** The RPL Assessment tool is customised for the applicant by the Assessor, including relevant elective units and provided to the Applicant following enrolment by the Administrative Officer.

**4.9** The Applicant collates a portfolio of evidence for assessment and contacts third parties as required to obtain evidence to demonstrate required skills and knowledge. Applicants are provided with guidelines as to the acceptable evidence that may be provided, that may include:

> 4.9.1 A Resume, Curriculum Vitae and/or Linked In Profile
>
> 4.9.2 Letters
>
> 4.9.3 References
>
> 4.9.4 Statements of attendance at relevant courses
>
> 4.9.5 Job descriptions
>
> 4.9.6 Skills test
>
> 4.9.7 Records of questioning (oral or written)
>
> 4.9.8 A portfolio of relevant work
>
> 4.9.9 Observation of performance in work-based and/or simulated environments
>
> 4.9.10 Third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the Applicant that relate to the Unit of Competency or VET Course
>
> 4.9.11 Results of structured assessment activities that students would normally be required to undertake if they were enrolled in the Unit of Competency/component of the Training Package.

**4.10** The Assessor then undertakes a comprehensive assessment of the portfolio of evidence and Application, which includes:

> 4.10.1 Reviewing evidence provided
>
> 4.10.2 Interviewing the Applicant to determine Competency, based on the outcomes of the portfolio of evidence,
>
> 4.10.3 Observing practical skills, as required.

**4.11** The Assessor then makes a judgment on the student's competency.

**4.12** If the student does not meet all requirements of the Unit of Competency or industry currency, gap training may be offered and assessment will be required.

**4.13** Students are advised of the outcome of their RPL application using the Confirmation of Training and Assessment, Credit Transfer and RPL Form, and ordinarily prior to Course commencement.

**4.14** The application form, supporting evidence, and advice to students are recorded in the Student Management System and/or on the student file.

**4.15** Students who are not granted RPL must re-enrol in the relevant Unit or Units of Competency.

**4.16** Students who are not granted RPL may appeal the decision in accordance with the *Procedure: (VET) Student Appeals*.

**4.17** RPL assessments are subject to the same fee as for enrolling in the Unit of Competency, less the resource fee. Refunds are not available for Applicants who are unsuccessful in being granted RPL.

# 5    RELATED DOCUMENTS

**5.1**    RPL Student Information and Application Form

**5.2**    RPL Tookit for each Unit of Competency

**5.3**    Confirmation of Training and Assessment, Credit Transfer and RPL Form (for each qualification)

**5.4**    Credit Transfer Information Sheet and Application Form

# 6    DEFINITIONS:

***6.1***    For the purpose of this Procedure, the definitions outlined in the Policy: RPL and Credit Transfer (VET) apply.

**6.2**    In addition, the following definitions apply to this Procedure:

***Assessor*** means a person who has the credentials and qualifications required under the *Standards for RTOs 2015* and relevant Training Package.

***Credit*** means the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.

***Credit Transfer*** means recognition of the same Unit of Competency that an applicant has successfully completed at a recognised Registered Training Organisation (RTO).

***Formal Learning*** means learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

***Informal Learning*** means learning gained through work, social or other activities and experiences. Learning that is not organised or externally structured in terms of objectives, time or learning support.

***Recognition of Prior Learning*** means an assessment process that assesses an individual's Formal Learning and Informal Learning to determine the extent to which that individual meets the requirements specified in the Training Package or VET Accredited Course.

| Version | Date of approval | Approved by | Amendment |
|---------|------------------|-------------|-----------|
| 1 | 12 December 2018 | Vice Chancellor, following endorsement by Academic Council, 5 November 2018 and VETAS, 23 October 2018 | New Procedure |

# 7    PROCESS SUMMARY: CREDIT TRANSFER

| Process Step | Responsibility |
|---|---|
| **Prospective Student Interviews**<br>• Identify at interview any prospective student who requires Credit Transfer<br>• Describe Credit Transfer process to prospective student<br>• Provide prospective student with credit transfer application form | Trainers and Assessors; Assistant Dean of Nursing; Program Coordinator (or equivalent) |

<div align="center">⬇</div>

| | |
|---|---|
| **Enrolment**<br>• Complete Application Form for Credit Transfer and submit to Administrative Officer<br>• Credit Transfer applications accepted from students who are enrolled in the Units of Competency for which they are seeking credit<br>• Enrol student into the Course, indicating Units of Competency for which Credit Transfer is being applied | Student<br><br><br>Administrative Officer<br><br>Administrative Officer |

<div align="center">⬇</div>

| | |
|---|---|
| **Determine Credit to be granted**<br>• Determine any Credit Transfer to be granted using training.gov.au to ensure the Unit of Competency is equivalent and is in the same context as current enrolment<br>• Provide completed Credit Transfer application and certified copies of Credit Transfer evidence to Administration Officer | Assessor<br><br><br>Assessor |

<div align="center">⬇</div>

| | |
|---|---|
| **Record and Report**<br>• Maintain records of Credit Transfer application and evidence, and student outcome in Student Management System and/or in student file<br>• Prepare student notification of Credit Transfer using the *Confirmation of Training and Assessment, Credit Transfer and RPL(TAA, CT, RPL) form* and send to student<br>• Where Credit Transfer is not granted, advise student of appeal process<br>• Re-enrol student if required | Administrative Officer<br><br>Administrative Officer<br><br><br>Administrative Officer |

# 8 PROCESS SUMMARY: RECOGNITION OF PRIOR LEARNING

| Process Step | Responsibility |
|---|---|
| **Prospective Student Interviews**<br>• Identify at interview any prospective student who requires assessment of one or more Units of Competency via RPL<br>• Describe RPL process to prospective student<br>• Provide prospective student with RPL Student Information and Application Form | Trainers and Assessors; Assistant Dean of Nursing; Program Coordinator (or equivalent) |

⬇

| | |
|---|---|
| **Prior to Assessment**<br>• Provide Student with the Student Guide and Self-assessment materials from the relevant RPL Assessment Toolkit<br>• Complete self-assessment and submit to Assessor<br>• Hold discussion with Applicant based on completed Self-assessment. Applicant advised to either proceed with RPL Application, or advised of other pathways to the VET Course<br>• Customise the generic RPL Assessment Tool for Applicants deemed appropriate to progress with their Application | Assessor<br><br>Applicant<br><br>Assessor<br><br><br>Assessor |

⬇

| | |
|---|---|
| **Plan and gather evidence**<br>• Collate portfolio of evidence and finalise Application, submit to Assessor<br>• Contact third parties as necessary for evidence<br>• Conduct observation of practical skills (if required)<br>• Review evidence provided by Applicant<br>• Conduct interview with Applicant to determine competency | Applicant<br>Applicant<br>Assessor<br>Assessor<br>Assessor and Applicant |

⬇

| | |
|---|---|
| **Review and Determine Competency**<br>• Assessment of all RPL requirements mapped against the Unit or Units of Competency<br>• Assessment decision made (Competent/Not Yet Competent)<br>• Record RPL result on RPL Application Form<br>• Notify Applicant of outcome of RPL assessment<br>• Provide completed RPL application, supporting documentation and evidence to Administration Officer | Assessor<br><br>Assessor<br>Assessor<br>Assessor<br>Assessor |

⬇

| | |
|---|---|
| **Record and Report**<br>• Maintain records of RPL application and evidence, and student outcome in Student Management System and/or in student file<br>• Prepare student notification of RPL using the *Confirmation of Training and Assessment, Credit Transfer and RPL (TAA, CT, RPL) form* and send to student<br>• Where RPL is not granted, advise student of appeal process<br>• Re-enrol student if required | Administrative Officer<br><br>Administrative Officer<br><br><br>Administrative Officer<br>Administrative Officer |