



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Procedure:

## (VET) Credit

Effective: 29 November 2023

Audience: staff, students

Policy category: Academic

Policy sub-category: VET

Key words:	Credit, credit transfer, recognition of prior learning, RPL
Procedure owner:	Deputy Vice Chancellor, International and Partnerships
Responsible officer:	Director & COO, VET
Review date:	November 2026

## Contents

1	PURPOSE .....	3
2	RELATED POLICIES AND REGULATIONS .....	3
3	ELIGIBILITY FOR CREDIT .....	3
4	APPLICATIONS FOR CREDIT – GENERAL REQUIREMENTS AND CHARGES .....	3
5	APPLICATIONS FOR CREDIT TRANSFER .....	4
6	APPLICATIONS FOR RECOGNITION OF PRIOR LEARNING .....	5
7	APPEALS AGAINST CREDIT/RPL DECISIONS .....	6
8	RESPONSIBILITIES AND DECISION-MAKING AUTHORITIES .....	6
9	RELATED DOCUMENTS .....	7
10	DEFINITIONS: .....	7

## 1 PURPOSE

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- 1.1** This procedure supports the *Policy: (VET) Credit* by stating requirements of The University of Notre Dame Australia (the University) in relation to the granting of credit (credit transfer and recognition of prior learning) for students' prior learning, towards courses in vocational education and training (VET) programs.
- 1.2 Scope**  
This procedure applies to:
- 1.2.1 applications for credit towards VET programs of the University
  - 1.2.2 staff who administer, assess, decide or record those credit applications, or who oversee the activity of granting such credit to assure its quality, and
  - 1.2.3 students enrolled in VET programs who apply for credit and/or are granted credit.

## 2 RELATED POLICIES AND REGULATIONS

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- 2.1** This procedure should be read alongside the *Policy: (VET) Credit*, which it supports.

## 3 ELIGIBILITY FOR CREDIT

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- 3.1** A student is eligible to apply for credit transfer towards a unit of competency that the University is registered to deliver, if the student has previously completed that unit of competency and has an Australian Qualifications Framework (AQF) certification documentation issued by any other registered training organisation (RTO) or any other organisation authorised to issue AQF qualifications.
- 3.2** The University of Notre Dame Australia grants credit to students for units of competency in accordance with Standard 3, clause 3.5 of the *Standards for Registered Training Organisations (RTOs) 2015* to ensure that the granting of credit meet the requirements of the training package and that the integrity of qualification outcome is maintained.
- 3.3** Credit may not be granted where the unit of competency completed at another RTO or AQF issuing organisation:
- 3.3.1 is not relevant to the learning outcomes of the qualification for which the credit is requested
  - 3.3.2 has been superseded and mapped as non-equivalent to the current release of the unit of competency
  - 3.3.3 has a regulatory or industry licensing requirement either with the unit of competency or the qualification for which the credit is requested
- 3.4** A student is eligible to apply for RPL if they have the evidence of prior learning to determine their competency for the relevant unit of competency. This evidence of prior learning must be sufficient and may be derived from:
- 3.4.1 formal learning (leading to an AQF qualification)
  - 3.4.2 non-formal learning (not leading to an AQF qualification)
  - 3.4.3 informal learning (such as workplace experience, hobbies or leisure activities)

## 4 APPLICATIONS FOR CREDIT – GENERAL REQUIREMENTS AND CHARGES

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- 4.1** The Director & CEO, VET maintains the University's forms (online and hard copy) for

applications for credit towards VET programs.

- 4.2** When prospective students are interviewed, the interviewer will provide them with:
  - 4.2.1 where the prospective student indicates that they wish to apply for credit transfer, a credit application form, and/or
  - 4.2.2 where the prospective student indicates that they wish to apply for recognition of prior learning (RPL):
    - 4.2.2.1 an RPL application form
    - 4.2.2.2 the student guide to RPL, and
    - 4.2.2.3 the RPL assessment toolkit relevant to the unit(s) of competency or to the program as a whole.
- 4.3** Charges for credit applications are as follows:
  - 4.3.1 There is no charge for assessing credit transfer towards a unit of competency.
  - 4.3.2 The charge for assessing a student's prior learning for RPL towards a unit of competency is the same as the fee for enrolling in the unit of competency, less any resource fee.
  - 4.3.3 Where a student has enrolled in a unit of competency for the purpose of RPL assessment, and is not granted RPL:
    - 4.3.3.1 the charge for RPL assessment will not be refunded, and
    - 4.3.3.2 to achieve the unit of competency at the University, the student must re-enrol in and undertake the unit.

## 5 APPLICATIONS FOR CREDIT TRANSFER

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- 5.1** The process for a VET student to apply for credit transfer, and for the application to be assessed, is as follows.
- 5.2** The student submits an application to the Director & CEO, VET using the University's form for applying for the relevant type of credit and following the instructions in the form.
- 5.3** They attach to their application a certified copy of a statement of attainment from a registered training organisation (RTO), showing that they have completed the unit of competency, or
- 5.4** Assessment of a student's application for credit transfer must take place promptly.
  - 5.4.1 An application for credit transfer will be assessed, and the outcome provided to the student, within 10 working days from the date the Director & CEO, VET receives the application.
  - 5.4.2 Where an application for credit transfer is received less than 10 working days before the student is to begin study in a unit of competency for which they are seeking credit:
    - 5.4.2.1 the University will try to assess the application and provide the outcome before the student begins the study, but cannot guarantee this, and
    - 5.4.2.2 if the student has not received the outcome by the time they are to begin study in the unit, they should enrol in the unit and attend the classes for it until they know that they have been granted credit for it.
- 5.5** Assessment of credit transfer towards a unit involves validating the certification provided by the student by either contact the issuing organisation or via USI transcript service.
  - 5.5.1 The assessor will consult the training.gov.au website to confirm that unit requirements for a unit of competency the student has completed maps with the unit requirements for the unit for which they are seeking credit.
  - 5.5.2 If the unit of competency that student has completed has now been superseded, and mapped as non-equivalent (on training.gov.au website) to the current release of the unit of competency, credit cannot be granted and the student will have to enrol in the

unit.

- 5.6** The assessor of a student's application for credit transfer will:
  - 5.6.1 use the form 'Confirmation of Training and Assessment, Credit Transfer and RPL' to record the outcome(s) of the assessment, and
  - 5.6.2 provide the completed form, the student's application and copy of their statement of attainment to the VET Administration Officer.
- 5.7** The VET Administration Officer will:
  - 5.7.1 send the student a copy of the form with the outcome(s) of the assessment
  - 5.7.2 record any credit granted to the student under the student's program enrolment, and
  - 5.7.3 place on the student's file the student's credit transfer application, supporting documents and the form with the outcome.

## **6 APPLICATIONS FOR RECOGNITION OF PRIOR LEARNING**

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- 6.1** The process to apply for recognition of prior learning (RPL), and for the application to be assessed, is as follows.
- 6.2** The applicant submits an application to the Director & CEO, VET using the University's form for applying for RPL and following the instructions in the form.
- 6.3** The applicant completes the self-assessment component of the RPL toolkit provided to them, and arranges a time to meet with the staff member who will assess their RPL application (the RPL assessor) to discuss it.
- 6.4** Assessment of an application for RPL must take place promptly.
  - 6.4.1 Where practicable, and where an application for RPL includes the information needed for assessment, the application will be assessed before the start-date of teaching in the next offering of the unit(s) of competency for which the applicant is seeking RPL.
- 6.5** In the meeting the RPL assessor reviews the applicant's completed RPL self-assessment and advises them whether:
  - 6.5.1 they should proceed with their RPL application, or
  - 6.5.2 they are unlikely to be eligible for RPL, and in this case, what their options are to achieve the unit(s) of competency (undertaking the unit(s), or parts of the unit(s), or acquiring other experience that may qualify them for RPL in future).
- 6.6** If the RPL assessor considers that the applicant may be eligible for RPL:
  - 6.6.1 they may add other units that can contribute to the program, for which the student may be eligible for RPL, to the student's RPL self-assessment, and
  - 6.6.2 they will provide the self-assessment to the VET Administrative Officer.
- 6.7** If the applicant has not already enrolled in the unit(s) of competency for which they are seeking RPL, they must enrol in them before the RPL assessment can proceed.
- 6.8** After the applicant has enrolled in the unit(s) for which they are seeking RPL (and so become a student), the VET Administrative Officer will provide them with their self-assessment.
- 6.9** The student must collate a portfolio of evidence that they have acquired the relevant skills and knowledge, which may involve contacting other people to provide evidence.
- 6.10** Examples of evidence a student might include in a portfolio are:
  - 6.10.1 a résumé or LinkedIn profile
  - 6.10.2 letters of reference
  - 6.10.3 job descriptions
  - 6.10.4 statements of attendance at or completion of courses
  - 6.10.5 examples of relevant work by the student or to which the student's contribution can be

- identified, such as articles, reports or project documents, and
- 6.10.6 a statement of attainment showing that a student has completed an earlier version of a unit of competency for which they are seeking RPL.
- 6.11** The RPL assessor then assesses the student's self-assessment and portfolio of evidence.
- 6.12** The assessment will:
- 6.12.1 be carried out in accordance with the principles of assessment and rules of evidence stated in the *Procedure: (VET) Assessment*, and
  - 6.12.2 assess whether the student has demonstrated the competencies of the unit(s) of competency towards which they are seeking RPL, as detailed in the relevant training package or accredited course.
- 6.13** To decide whether the student has achieved the competencies of units, the assessor, as well as considering the student's portfolio, may:
- 6.13.1 interview the student and question them about their portfolio and about aspects of their knowledge and skills
  - 6.13.2 require the student to undertake a skills test
  - 6.13.3 observe the student's performance in a workplace or simulated workplace, and/or
  - 6.13.4 require the student to undertake assessment activities for the unit(s) of competency for which they are seeking RPL.
- 6.14** On the basis of the completed assessment, the RPL assessor will decide whether:
- 6.14.1 the student has demonstrated achievement of all the competencies of a unit
  - 6.14.2 the student has demonstrated achievement of some of the competencies of a unit, and requires gap training and assessment to demonstrate the rest, and/or
  - 6.14.3 the student has not demonstrated achievement of the competencies of a unit.
- 6.15** The assessor of a student's RPL application will:
- 6.15.1 use the form 'Confirmation of Training and Assessment, Credit Transfer and RPL' to record the outcome(s) of the assessment, and
  - 6.15.2 provide the completed form, the student's application and portfolio of evidence to the VET Administration Officer.
- 6.16** The VET Administration Officer will:
- 6.16.1 send the student a copy of the completed 'Confirmation of Training and Assessment, Credit Transfer and RPL' to inform them of the outcome
  - 6.16.2 record any RPL granted to the student under the student's program enrolment, and
  - 6.16.3 place on the student's file their RPL application, supporting materials and any record of advice provided to them in relation to the application.

## 7 APPEALS AGAINST CREDIT/RPL DECISIONS

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- 7.1** A student may appeal the outcome of their application for credit or RPL in accordance with the *Procedure: (VET) Student Appeals*.

## 8 RESPONSIBILITIES AND DECISION-MAKING AUTHORITIES

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- 8.1** This section summarises the requirements and decision-making authorities stated in this procedure that apply to each of the roles listed below.
- 8.2 Applicants** – see Students and prospective students
- 8.3 Staff**
- 8.3.1 Where staff interview a prospective student of a VET program, will provide them with

- 8.3.2 the application form for the type(s) of credit for which they may be eligible (see clause 4.2 and its subclauses), and
- 8.3.3 where they may be eligible for recognition of prior learning (RPL), for the materials listed in clauses 4.2.2.2 and 4.2.2.3.
- 8.3.4 Where staff assess a student's application for credit:
  - 8.3.4.1 must do so promptly (see clause 5.4 and its subclauses, clause 6.4 and its subclause)
  - 8.3.4.2 following the process stated in, for credit transfer, clauses 5.5 and 5.7; or, for RPL, section 6, and
  - 8.3.4.3 applying the relevant eligibility criteria stated in section 3 and, in assessing for RPL, the assessment criteria stated in clause 6.12 and its subclauses.

#### **8.4 Students and prospective students**

- 8.4.1 Students and prospective students who wish to apply for credit transfer must do so by the process, stated in section 5, or for RPL, in section 6.

#### **8.5 VET Administrative Officer**

- 8.5.1 The VET Administrative Officer, once the outcomes of a student's credit application have been decided, will:
  - 8.5.1.1 inform the student of the outcomes
  - 8.5.1.2 record credit granted to the student under their program enrolment, and
  - 8.5.1.3 place the application and other documentation on the student's file, and
  - 8.5.1.4 where the student is studying on an Australian student visa, and the credit transfer will reduce their duration of study, will arrange for the Registry to enter the student's revised enrolment information into the Provider Registration and International Student Management System (see clause 5.7 and its subclauses)

#### **8.5.2 Director & CEO, VET**

- 8.5.3 The Director & CEO, VET maintains forms (online and hard copy) for applications for credit towards VET programs (see clause 4.2).

## **9 RELATED DOCUMENTS**

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- 9.1 *Procedure: (VET) Assessment*
- 9.2 RPL Student Information and Application Form
- 9.3 RPL Toolkit for each Unit of Competency
- 9.4 Confirmation of Training and Assessment, Credit Transfer and RPL Form (for each qualification)
- 9.5 Credit Transfer Information Sheet and Application Form

## **10 DEFINITIONS:**

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- 10.1 The terms in this procedure are defined in the definitions section of the *Policy: (VET) Credit*.

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	Effective date - new procedure.

		20187	
2	29 November 2023	Vice Chancellor	Major amendments to align with organisational changes, including roles and processes.