

## Mutual Recognition – RPL and Credit Transfer

### Policy Statement

Certified Training Resources Australia is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. As such, Certified Training Resources Australia offers Recognition of Prior Learning to all learners and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment and Rules of Evidence. Likewise, Certified Training Resources Australia has a process in place and provides a clear instruction and guidance on granting credit transfers to students for previously completed and formally assessed learning.

### Scope

Certified Training Resources Australia is committed to providing effective processes for Recognition of Prior Learning (RPL) and Credit transfer to all current and prospective students.

Certified Training Resources Australia will ensure that:

1. assessment systems, including recognition of prior learning (RPL) complies with the assessment requirements of relevant training packages and VET accredited courses;
2. RPL is conducted in accordance with the principles of assessment and rules of evidence;
3. RPL is offered to all students on enrolment;
4. adequate information and support are provided to learners in order to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim;
5. it will recognise AQF certification documentation issued by other RTOs;
6. students will be made aware of their right to apply for a credit transfer;
7. it complies with the VET Regulator's guidelines in processing and granting credit transfer.

### Policy Principles

#### Recognition of Prior Learning (RPL) Policy Principles

1. Recognition of Prior Learning (RPL) refers to an assessment process that assesses the competencies an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.
  - a. 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).
  - b. 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).
  - c. 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).
2. Certified Training Resources Australia students may apply for a formal recognition of existing competencies against an AQF qualification or accredited course or unit of competency or module that Certified Training Resources Australia is registered to deliver prior they commence their course study.

3. Certified Training Resources Australia will provide adequate information to students including the **RPL Kit** that contains the RPL information including:
  - a. the specific skills and documentation required for the unit of competency where the student wishes to be assessed;
  - b. RPL process and application;
  - c. timeframe for RPL assessment;
  - d. any support that the Certified Training Resources Australia assessor can provide;
  - e. costs and payment schedule associated with RPL;
  - f. making appeals on all/part of the RPL outcome and associated fees (if applicable).
4. The assessor for the unit of competency being applied for will be the person responsible for providing the RPL Kit and all necessary information to the student in relation to the RPL process.
5. The burden will be upon the candidate to demonstrate competence to the assessor(s), including the provision of certification documentation. Competency may be derived from many sources, including, but not limited to:
  - a. work experiences;
  - b. work product;
  - c. life experiences;
  - d. training programs offered by industry, private or community-based providers which may or may not have been formally recognized;
  - e. training programs undertaken overseas;
  - f. informal learning programs;
  - g. certification from another RTO.
6. The RPL assessment decision will comply with the Principles of Assessment and Rules of Evidence as outlined in the SRTOs 2015 and the requirements of the relevant training package and VET accredited course.
7. Certification documentation will not be issued unless all relevant fees are paid in full. Certification documentation are issued in accordance with Certified Training Resources Australia's Certificate Issuance Policy.
8. Students are informed in writing of the RPL assessment outcome within the timeframes specified in the RPL Kit. Where RPL is not granted for any unit of competency the written notification will include the reason for the decision.
9. In cases where a student is not granted RPL and believes the decision it to be reviewed, Certified Training Resources Australia will follow the procedures outlined in the Appeals Procedure Document.

### **Mutual Recognition / Credit Transfer**

1. Certified Training Resources Australia will accept and mutually recognise the decisions and outcomes of any RTO or entity in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the certification documentation awarded by other RTO's or AQF Authorised Issuing Organisations.

2. Certified Training Resources Australia will apply credit to all relevant units of competency/modules after conducting a review and verification of validity of AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar.
3. Mutual Recognition applies when the certification documentation provided by the learner contains the same national competency code as those that form part of the training and assessment program offered by Certified Training Resources Australia.
4. Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory in order to verify authenticity. Original certification documentation will be returned to the applicant.
5. Certified Training Resources Australia is not obligated to issue an AQF qualification or statement of attainment that is achieved wholly through recognition of units and /or modules completed at another RTO. (i.e. learner cannot complete all of their training and assessment with another RTO, and requests that Certified Training Resources Australia issue the qualification under Recognition.)
6. The amount of recognition contributing to the issuance of a certification (i.e. using units/modules completed at other RTOs) will depend on the discretion of Certified Training Resources Australia.
7. In the event a learner wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then learner will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
8. Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the learner will only be enrolled in the additional units required to complete the new qualification. In such cases, fees will reflect reduced learning load.

### ***Determining Equivalence***

1. In the event the learner wishes to credit units of competency that are not offered by Certified Training Resources Australia but fulfill the packaging rules for a qualification that Certified Training Resources Australia offers, Certified Training Resources Australia will refer to the National Register to determine if the unit of competency that the learner wishes to credit is equivalent to any of the units that is within Certified Training Resources Australia scope.
2. In the event the learner wishes to credit units from a superseded course, provisions from Certified Training Resources Australia's Transition of Superseded Courses Policy may apply on top of the provisions in this Policy.

### ***Verification of Certification Documentation***

1. Before providing credit on the basis of a qualification, statement of attainment, or record of results, the assessor/s for the unit/s of competency being assessed must authenticate the information in the document. This may be done through methods including, but not limited to: gathering feedback from the organisation that issued the document and confirming the content is valid.

## Procedure

### Recognition of Prior Learning

No.	Person/s Responsible	Steps to take
2	Trainer and assessor	<p>(1) Conduct assessment using the instructions and guidelines in the RPL assessment guide.</p> <p>(2) Conduct review and verify evidence documents of the evidence portfolio.</p> <p>(3) Inform administration team of the results.</p>
3	Enrolment Coordinator	<p>(1) Update student record in SMS of the result provided by the trainer and assessor.</p> <p>(2) Issue certification documentation to eligible students according to Certified Training Resources Australia's certification issuance process.</p>
1	Enrolment Coordinator	<p>(1) Students are provided with information about Recognition of Prior Learning prior to and in the enrolment process. See Enrolment Procedure for details.</p> <p>(2) The Enrolment Coordinator conducts a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes an RPL eligibility assessment.</p> <p>(3) The Enrolment Coordinator will send the RPL Application Form to students who pass the RPL eligibility assessment.</p> <p>(4) Students who do not pass the RPL eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.</p>
2	Student	<p>(1) Complete the RPL Application Form</p> <p>(2) Submit the completed application form to the Enrolment Coordinator.</p>
3	Enrolment Coordinator	<p>(1) Ensure all fields in the RPL Application Form are filled out correctly.</p> <p>(2) Ensure that the student's Enrolment Form reflects relevant RPL information. E.g. indicate which units will be undertaken via RPL assessment.</p> <p>(3) Process enrolment. See Enrolment Procedure for details.</p>

4	Trainer and Assessor	<p>(1) Provide information on what appropriate evidence documents are to be gathered and included in their evidence portfolio. Refer to the RPL assessment guide.</p> <p>(2) Discuss the RPL assessment process with the student.</p> <p>(3) Send all information to Enrolment Coordinator.</p>
5	Enrolment Coordinator	(1) Update the units in the student record, located in the student management system.
<b>RPL Assessment</b>		
1	Student	<p>(1) Complete all assessment requirements for each unit in the RPL Kit.</p> <p>(2) Organise evidence portfolio.</p> <p>(3) Discuss with trainer and assessor if there are any queries on the process.</p> <p>(4) Submit completed assessment requirements and evidence portfolio.</p>

### Credit Transfer

No.	Person/s Responsible	Steps to take
1	Enrolment Coordinator	<p>(1) Students are provided with information about Credit Transfer prior to and during the enrolment process. See Enrolment Procedure for details.</p> <p>(2) The Enrolment Coordinator conducts a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes a Credit recognition eligibility assessment.</p> <p>(3) The Enrolment Coordinator will send the Credit Transfer Form to students who pass the Credit recognition eligibility assessment.</p> <p>(4) Students who do not pass the Credit recognition eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.</p>

2	Student	<p>(1) Complete the Credit Transfer Form</p> <p>(2) Provide an authenticated copy of certificates relating to the credit recognition application. Authentication can be done through:</p> <ol style="list-style-type: none"> <li>Providing a copy of the certificate and allowing the RTO to confirm authenticity via the student's USI</li> <li>Providing certified true copies</li> <li>Providing a copy of the certificate and having the Enrolment Coordinator sight the original</li> </ol> <p>(3) Submit the completed application form and the required authenticated copy of certificates to the Enrolment Coordinator.</p>
3	Enrolment Coordinator	<p>(1) Ensure all fields in the Credit Transfer Form are filled out correctly.</p> <p>(2) Authenticate the student's certificate/s. This can be done by any of the following methods:</p> <ol style="list-style-type: none"> <li>Confirm the details of the certificate via the student's USI</li> <li>Confirm that certificates provided are certified true copies</li> <li>Confirm the details of the certificate by sighting the original document and contacting the issuing organisation or viewing the Student's USI Transcript (if provided permission and access by the student)</li> <li>Mark the authenticated copies with the following information: <ol style="list-style-type: none"> <li>Authenticated by</li> <li>Date authenticated</li> <li>Authentication method</li> </ol> </li> </ol> <p>(3) Where credit cannot be authenticated, advise the student accordingly and recommend completing the unit via training and assessment.</p> <p>(4) Where credit recognition is confirmed, indicate so in the student's enrolment form.</p> <p>(5) Ensure that the student's Enrolment Form and student record reflects relevant Credit Recognition information. E.g. indicate which units are credited.</p> <p>(6) Process enrolment. See Enrolment Procedure for details.</p>

### Monitoring and Improvement

Certified Training Resources Australia's Training Manager is responsible for the RPL and credit transfer process and ensuring that all trainers and assessors make consistent judgements when conducting RPL assessments and that admin staff consistently verify certification documentation prior to credit transfer grants.

All RPL and credit transfer activities are monitored by the Training Manager of Certified Training Resources Australia. The Training Manager will ensure that areas for improvement identified reviewed and acted upon following Certified Training Resources Australia's Continuous Improvement Policy principles.