

THE RTO RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER PROCEDURE

1. PURPOSE

- 1.1. The RTO Recognition of Prior Learning and Credit Transfer Procedure sets out the procedures for the implementation of The RTO Recognition of Prior Learning and Credit Transfer Policy.

2. SCOPE

- 2.1. Credit Transfer (CT), Recognition of Prior Learning (RPL) and Assessment Only (AO) will be made available to all eligible students for all qualifications and units on The College RTO's scope of registration.

3. RECOGNITION PATHWAYS

- 3.1. Prior to enrolment and throughout the delivery of a course, Credit Transfer, Recognition of Prior Learning and Assessment Only pathways are offered to students seeking recognition of their current competencies, skills, knowledge and life experiences relevant to each unit leading to a qualification.

3.2. Credit Transfer

- 3.3. Applications for Credit Transfer (CT):
 - 3.3.1. Applicant is informed about the availability of CT through the Student Handbook, conversations with academic and administrative staff during the admission process.
 - 3.3.2. Applicant is given a CT application form.
 - 3.3.3. Once the student enrolls into the course, the student provides evidence of competent result for unit via a Qualification Transcript or Statement of Attainment to accompany their CT application.
 - 3.3.4. Student submits CT application to Course Coordinator and will receive confirmation of receipt via email within two (2) business days.
 - 3.3.5. Course Coordinator, or delegate, contacts prior RTO provider to verify competent result in unit/s of competency.
 - 3.3.6. Once verification is received from the previous RTO, the Course Coordinator will save in the student records and inform the course trainer and/or lead trainer
 - 3.3.7. The Course Coordinator sends the credit transfer application form to the course trainer and/or lead trainer for signing and approval
 - 3.3.8. The signed Credit Transfer form is added to the student records.

- 3.3.9. Approved unit/s of competency are assigned a CT status on the student record
- 3.3.10. Student receives confirmation that the credit transfer has been applied, via email, within three weeks from initial application.
- 3.3.11. Where the previous RTO may have closed and verification of the unit/s of competency cannot be achieved, the Course Coordinator is to discuss with the Lead Trainer other options for verification. These other options may include sourcing the previous RTO's scope of registration to verify correct timing and date of the student's Qualification Transcript or Statement of Attainment. All findings must be documented in the student's file.
- 3.3.12. Students who wish to be considered for credit transfer after commencement of studies follow the same process as students applying upon admission.

3.4. Recognition of Prior Learning

- 3.5. Applications for Recognition of Prior Learning (RPL):
 - 3.5.1. Applicant is informed about the availability of RPL through the Student Handbook, conversations with academic and administrative staff during the admission process.
 - 3.5.2. Applicant is given an RPL Expression of Interest application form.
 - 3.5.3. Applicant submits RPL Expression of Interest application to Course Coordinator in writing. Course Coordinator sends receipt of confirmation via email within two (2) business days.
 - 3.5.4. Applicant's RPL Expression of Interest form is submitted for assessment to relevant Trainer/Assessor.
 - 3.5.5. Trainer/ Assessor assesses Expression of Interest application form and may discuss outcomes for RPL potential with Lead Trainer.
 - 3.5.6. Trainer/ Assessor may speak with applicant to further determine suitability for RPL pathway.
 - 3.5.7. The applicant is advised of their suitability for RPL within five (5) days from submission of their RPL Expression of Interest application form.
 - 3.5.8. If successful, the Trainer/Assessor proposes to the student which unit/s are to be assessed by RPL and communicate this to the relevant course coordinator.
 - 3.5.9. Course Coordinator/ Trainer sends the applicant an RPL kit to complete for the specified unit/s.
 - 3.5.10. The applicant has 20 business days to complete the RPL Kit and return to The College RTO.
 - 3.5.11. RPL applicants must demonstrate their claim for competency in sufficient detail to enable the Trainer/Assessor to make clear judgements.

- 3.5.12. The relevant Trainer/Assessor maintains contact with the student to assist with any enquiries.
- 3.5.13. Once the RPL Kit is submitted, the Trainer/Assessor has three weeks to assess the RPL and assign an outcome. Student RPL submissions are assessed against the requirements and criteria within the unit/s of competency.
- 3.5.14. The Trainer/Assessor will advise the student in writing of the outcome of the RPL Assessment with the following options:
 - 3.5.14.1. Student is not eligible for RPL and the reason;
 - 3.5.14.2. Student may resubmit with additional evidence;
 - 3.5.14.3. Student is eligible for RPL.
- 3.3.15 Where the student is not eligible for RPL, there are two options:
 - 3.3.15.1 Student participates in a Training and Assessment pathway for the unit/s.
 - 3.3.15.2 Student is assessed for an Assessment Only pathway.
- 3.3.16 Students who have commenced studies and wish to be considered for recognition must contact the Course Coordinator make their intentions clear. These students are expected to follow the same process as students applying on enrolment.

3.6. Assessment Only (AO)

- 3.7. Where a student cannot provide documentary evidence to support their claim for RPL and meet the Rules of Evidence, it may be appropriate for an Assessment Only (AO) pathway to be offered to the student.
- 3.8. An AO pathway assists students to demonstrate relevant and current experience in the work tasks of the unit of competency. Typically, it would be expected for an AO candidate to have at least three (3) to five (5) years working history in the industry/field of work of the unit/s of competency content.
- 3.6 The relevant Trainer/Assessor conducts a competency conversation with the student where notes will be recorded on the “Assessment Only Application” detailing the student's background, work experience and current skills in the industry.
- 3.7 The Course Trainer discusses the completed ‘Assessment Only Application’ content with Lead Trainer and makes a determination whether the student is eligible for the Assessment Only pathway.
- 3.8 The completed ‘Assessment Only Application’ is saved to the student’s record with an entry to state the units being undertaken as Assessment Only.
- 3.9. The student will be given access to the assessments to complete.
- 3.10. The assessments will be marked by the relevant Trainer/Assessor following The RTO’s Assessment Policy and Procedures.

- 3.11. In the event the candidate does not achieve the competency requirements of the unit, the student is asked to attend training for the learning content prior to re-attempting the assessment.

4. DECISIONS, NOTIFICATION AND RECORD KEEPING

- 4.1. All documentation, student submissions and decisions in relation to Credit Transfer, RPL and Assessment Only are retained on the individual student file on the student management system.

5. APPEALS

- 5.1. A student who is dissatisfied with a decision relating to credit may lodge a written appeal with The College RTO Director.
- 5.2. A student who wishes to appeal a decision made under this policy will do so in accordance with The RTO Complaints and Appeals Policy.

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STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	24 February 2021		
Review Date	24 February 2024		
Approval Policy	The College Senior Management Team		
Governing Authority	Western Sydney University Enterprises Board		
Endorsed by	The RTO Committee		
Unit Responsible	The Registered Training Organisation		
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au		
Available On	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Procedure Code	PRO_ACA_005		
Procedure Category	Academic		
Related Documents, including Legislation/Policies/Procedures	The RTO Admissions Policy The RTO Admissions Procedure The RTO Complaints and Appeals Policy The RTO Complaints and Appeals Procedure Application for Recognition of Prior Learning Application for Credit Transfer Application for Assessment Only The Standards for RTOs (2015)		

Summary of Changes from Previous Version