

THE RTO RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER POLICY

1 PURPOSE AND SCOPE

- 1.1 The Recognition of Prior Learning and Credit Transfer Policy specifies The College RTO requirements for the granting of recognition of students' prior learning. This includes the types of learning that may be recognised, the procedures for recognition and the types of recognition that may be granted. Types of recognition include credit transfer, recognition of prior learning and assessment only pathways.
- 1.2 This Policy applies to current and prospective students of The College RTO seeking recognition towards qualifications and units.

2 DEFINITIONS

- 2.1 For the purposes of this Policy and associated Procedures, the following definitions apply:
 - 2.1.1 AQF – the Australian Qualifications Framework.
 - 2.1.2 ASQA – Australian Skills Quality Authority, the national Vocational Education and Training (VET) regulator for RTOs.
 - 2.1.3 Qualification – accredited certification recognising the successful completion of an AQF course that has prepared a person for employment and/or further education and training.
 - 2.1.4 TAE – Training and Education Package.
 - 2.1.5 RTO – Registered Training Organisation.
 - 2.1.6 Services – training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
 - 2.1.7 The Board – Western Sydney University Enterprises Board.
 - 2.1.8 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
 - 2.1.9 The University – Western Sydney University.
 - 2.1.10 Unit – Unit of Competency. A qualification includes of a number of units and each unit can be assessed and recognised individually.
 - 2.1.11 VET – Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 The College RTO is committed to maintaining the integrity of its qualifications and units and protecting the standards of the awards. The College RTO will recognise prior learning,

and grant recognition for that learning, provided it is relevant, current and equivalent to the learning required for each accredited unit of competency, and in accordance with this Policy.

- 3.2 In the granting of recognition, there is due regard for the academic standards of The College RTO, equity principles, promptness in processing applications and consistency of application of the Policy.
- 3.3 Credit Transfer (CT), Recognition of Prior Learning (RPL) and Assessment Only (AO) will be made available for all qualifications and units in The College RTO's scope of registration.

4 PRINCIPLES

- 4.1 The College RTO recognises formal learning (from acquisition of knowledge and skills), as well as non-formal and informal learning (from work/life experience, attitudes and aptitudes) that all students may bring to their learning experience.
- 4.2 The College RTO complies with the Standards for Registered Training Organisations (RTOs) 2015. The College RTO implements an assessment system that ensures that assessment (including Recognition of Prior Learning):
 - 4.2.1 Complies with the assessment requirements of the relevant training package or VET accredited course; and
 - 4.2.2 Is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

Recognition may be granted to a student based on studies undertaken elsewhere or work experience to partially fulfil the requirements of any course or unit offered by The College and / or The College RTO.

- 4.3 Determining equivalence in order to determine RPL and AO pathway decisions requires academic judgement based on appropriate evidence of prior learning provided by the student.
- 4.4 RPL is granted via an assessment process. RPL assessment will be:
 - 4.4.1 Evidence and outcome-based;
 - 4.4.2 Equitable, transparent and accountable; and
 - 4.4.3 Subject to quality assurance comparable to the relevant assessment practices at The College RTO.
- 4.5 Credit Transfer (CT) is granted for units of competency completed at The College RTO or other registered training organisations. An applicant must provide evidence, by way of AQF certification, to support the claim for CT.
- 4.6 Assessment Only (AO) Pathway is an option offered to students who have the required and current industry experience of five years and who cannot provide the documentary evidence which is applicable to an RPL application.

- 4.7 Giving recognition should not compromise the integrity of qualification outcomes. Recognition will only be granted if:
 - 4.7.1 It maintains The College RTO's standards and is within the requirements of this Policy; the Admissions Policy and specific admission requirements;
 - 4.7.2 Students granted such recognition are not disadvantaged in achieving the expected learning outcomes for the course or unit; and
 - 4.7.3 The integrity of the qualification or unit are maintained.
- 4.8 The College RTO may grant recognition to prospective or current students upon enrolment. Students are encouraged to apply prior to commencing studies. Students cannot retrospectively apply for recognition if they have failed to comply with competency requirements.
- 4.9 Students will receive timely, written advice of the outcome of their application for recognition.
- 4.10 Advice on indicative recognition and information on applying for recognition will be provided to prospective students.
- 4.11 The results of all recognition assessments will be recorded on the recognition transfer form. The College RTO will retain evidence for recognition assessment decisions for six (6) months and the written record of assessments for thirty (30) years after the student ceases to be an accepted student.

5 ROLES AND RESPONSIBILITIES

- 5.1 The RTO Director is responsible for the application of this Policy and may delegate all or part of it to a Trainer/Assessor of The College RTO who holds a TAE qualification.
- 5.2 The RTO Director, or delegate, will:
 - 5.2.1 Determine the method by which individual applications for recognition will be assessed and follow this method for all assessments.
 - 5.2.2 Formulate rules that regulate the automatic granting of recognition to applicants for specified prior study or work experience, account for the time elapsed between the original study and the application for recognition and enable the efficient resolution of applications administratively.
 - 5.2.3 Maintain a record of precedents to facilitate the formulation and future application of the above rules.

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STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	24 June 2020		
Review Date	24 June 2023		
Approval Authority Policy	Western Sydney University Enterprises Board		
Endorsed by	The RTO Committee		
Unit Responsible	The College Registered Training Organisation		
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au		
Available On	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Policy Code	POL_ACA_005		
Policy Category	Academic		
Related Documents, including Legislation/Policies/Procedures	<p>The RTO RPL and Credit Transfer Procedure</p> <p>The RTO Admissions Policy</p> <p>The RTO Admissions Procedure</p> <p>The RTO Complaints and Appeals Policy</p> <p>The RTO Complaints and Appeals Procedure</p> <p>Student Handbook</p> <p>The RTO Marketing and Advertising Policy</p> <p>The University's Student Code of Conduct</p> <p>Smart and Skilled NSW Quality Framework, Contract Terms and Conditions and Operating Guidelines</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p> <p>Competition and Consumer Act 2010</p> <p>VET Student Loans Act 2016</p> <p>Education Services for Overseas Students (ESOS) Act 2000</p>		

Summary of Changes from Previous Version