 <p>Catholic Regional College Institute Of Training RTO 22427</p>	<b>Catholic Regional College Institute of Training</b> <b>Registration No. 22427</b>		
<b>Department</b>	Vocational Education & Training		
<b>Quality Controlled Document Title</b>	Recognition of Prior Learning and Credit Transfer Policy/Procedure	<b>Date</b>	November 2024
<b>Version</b>	9	<b>Review</b>	November 2025

## Overview

Recognition of Prior Learning (RPL) is a process that allows Catholic Regional College Institute of Training (CRCIT) to recognise a person's existing skills and knowledge towards the achievement of nationally recognised units of competency.

Skills may have been gained through:

- work experience
- formal training and education (credit transfer)
- informal training and education
- life experience
- voluntary work

A Credit Transfer (CT) is the successful completion of units/modules completed at another training organisation that is nationally recognised which may entitle students to a credit in an equivalent unit or module.

The student must provide evidence that the unit/module was successfully completed.

## Purpose

This policy is designed to ensure the RTO meets the Australian Quality Training Framework (AQTF) standards and VRQA Guidelines for VET Providers.

Catholic Regional College Institute of Training (CRCIT) ensures assessment methods and associated documentation meet requirements of the relevant training package/accredited course and are designed and conducted in accordance with the principles of assessment and rules of evidence.

## **Responsibilities**

The RTO Manager will accept receipt of the Application for Recognition of Prior Learning & Credit Transfer Form and check all required documentation has been provided with the application.

The credit transfer process is an administrative process and may be undertaken by the RTO Manager or RTO administrator.

The RPL assessment should be undertaken by academic or teaching staff with expertise in the subject, content, or skills area as well as knowledge and expertise in the RPL assessment process.

## **Credit Transfer**

Credit Transfer will be provided to applicants for units of competency that are either 'identical' or have been deemed 'equivalent' on the national register.

Credit transfer based on mapping of equivalence of units of competency will be approved for students transitioning between qualifications within the RTO.

Units that have been superseded on more than one occasion, will be treated as recognition of prior learning request.

Where a student is applying for Credit for a unit not included in the Training and Assessment Strategy (TAS) the relevant units can be added to the student study plan for Credit Transfer only.

## **The authenticity of AQF Certification**

Before processing a request for credit, the RTO Manager or RTO Administrator must verify the AQF certification documents provided by the applicant.

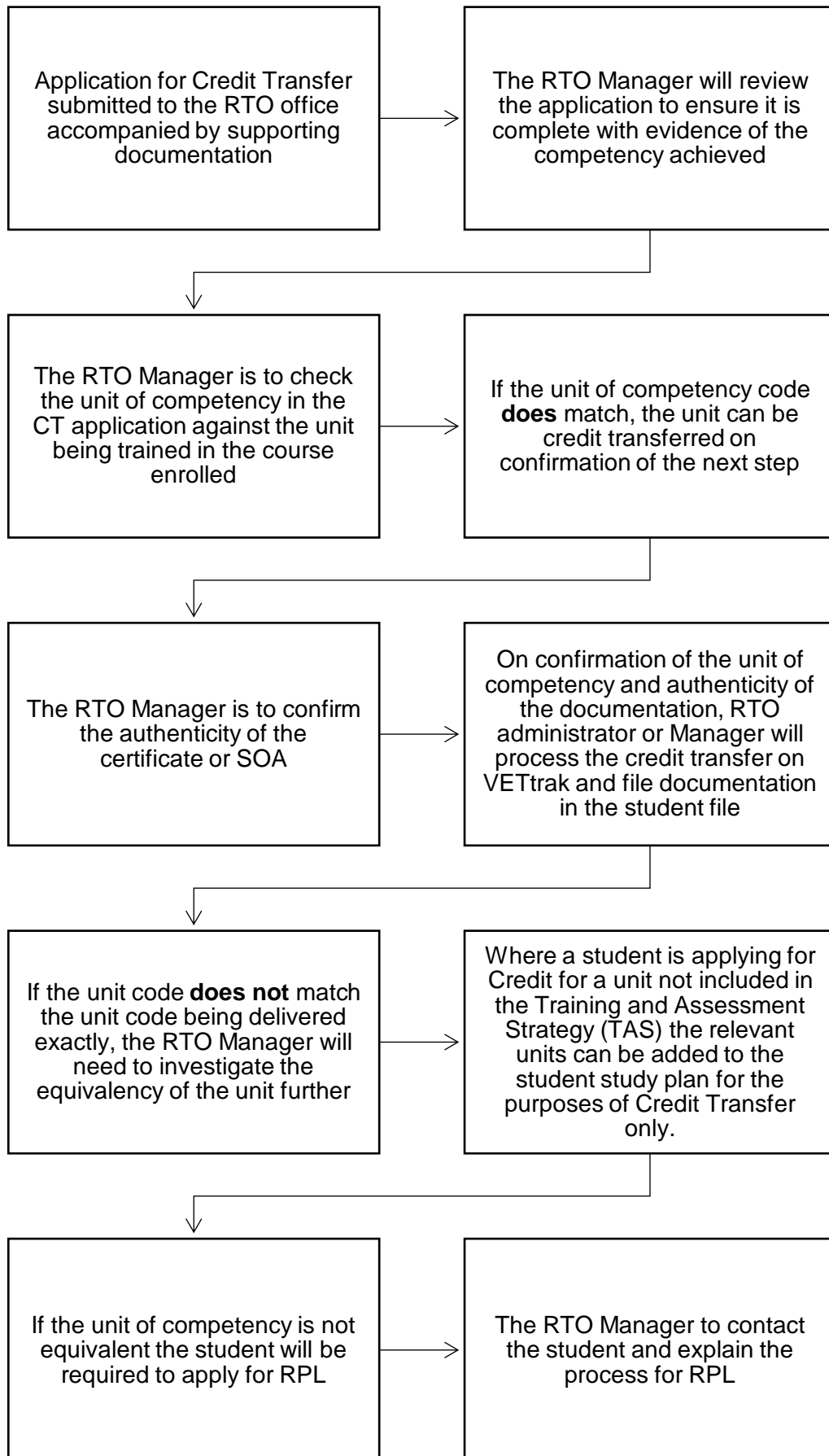
The applicant will need to

- Provide an authenticated copy of the AQF certification documents by the learner; or
- Provide academic record from the USI register or
- Present original AQF certification documents to RTO – RTO will cite and retain a copy of AQF documentation on file.

Before providing credit based on qualification, statement of attainment or record of results, CRCIT will either authenticate the information by directly accessing the USI transcript online or by contacting the organisation that issued the document to confirm the content is valid.

- Issuing registered training organisation (legal or trading name)
- Logo of issuing RTO
- RTO identification number
- Correct and full name of the applicant
- Awarded qualification (Full title, code and where applicable stream)
- Date of issue of document
- Person in the RTO who authorised the issue (name and signature)
- Authentication control (watermark, seal, unique number)
- NRT logo
- Units of competency (full title and code as per training.gov.au)
- The outcome of each unit for which credit is sought
- Year of completion

## Credit Transfer Procedure



## Recognition of Prior Learning

Applicant must be enrolled in a CRCIT accredited course to receive recognition.

The assessment outcomes may enable the student to meet the entry requirements and/or components of the qualification. This may reduce the duration of the qualification.

The following guidelines are to be followed when an application for recognition is received:

- identifying the evidence required
- providing advice to students about the process
- providing students with sufficient information to enable them to prepare their evidence to meet the standard required for the RPL assessment process
- assessing using appropriate evidence-gathering methods and tools
- recording the outcome, and
- reporting to key internal and external stakeholders.

### RPL assessment:

- Must be undertaken by trainers with expertise in the subject, content or skills area, as well as knowledge of and expertise in RPL assessment
- should be the same standard as other assessments for the qualification
- should recognise learning regardless of how, when and where it was acquired, provided the learning is relevant to the learning outcomes in the qualification
- must ensure that the evidence provided is valid, authentic, current and sufficient and that the process is fair, flexible reliable and valid.

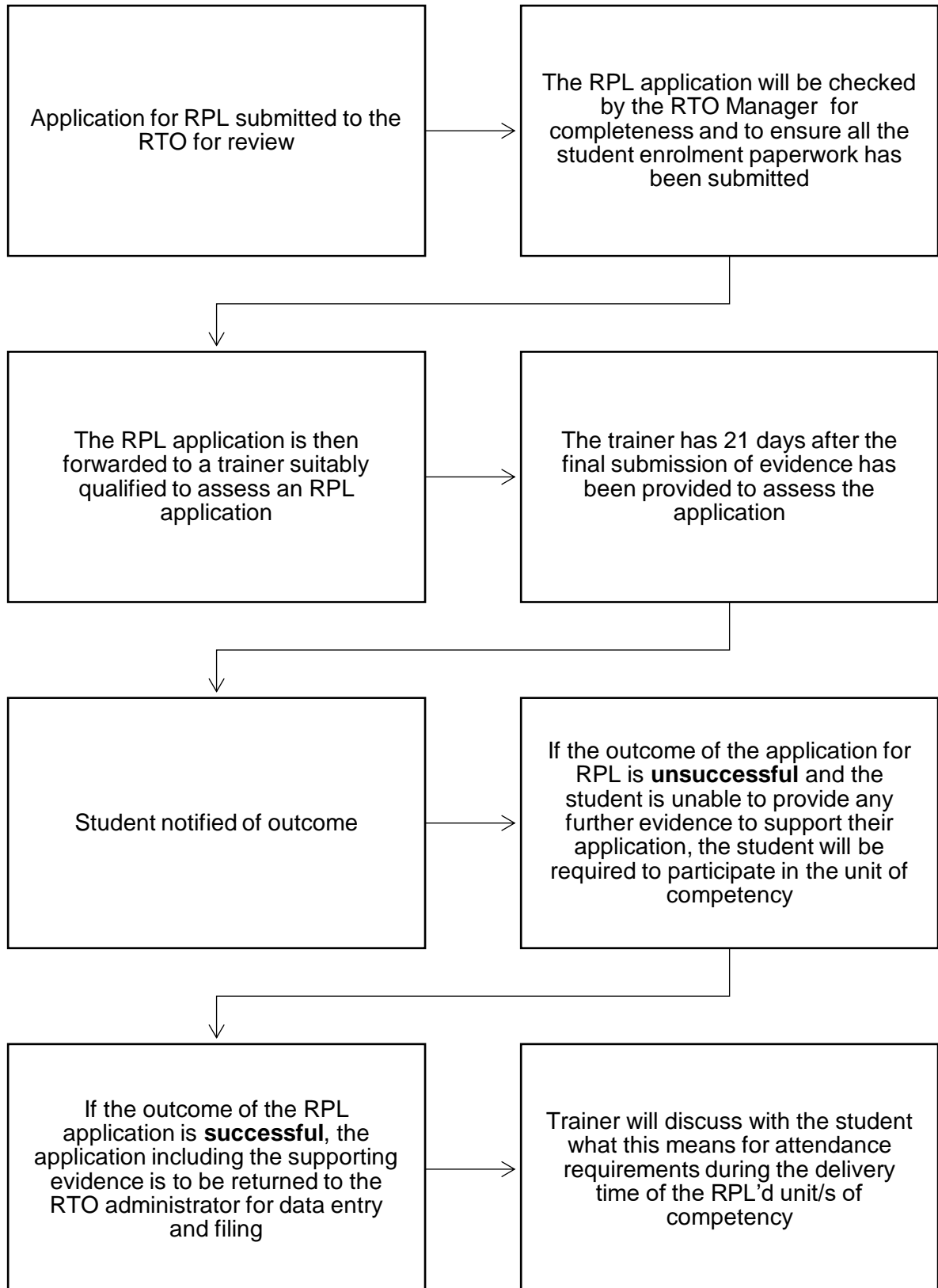
### Forms of Evidence/Assessment Methods for RPL

RPL assessment methods will:

- Address the specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements.
- Provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These might include:
  - Mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
  - Questioning (oral or written)
  - Consideration of third-party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
  - Consideration of a portfolio and review of contents, and
  - Participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

The agreed credit outcomes of the assessment of previous learning through RPL are specific to the individual. They may establish a precedent that can be used for other RPL assessments and potentially form the basis for future credit transfer agreements.

## RPL Procedure



### **If RPL is Successful**

The applicant will be advised in writing of the following:

- The outcome of the CT/RPL application
- Approved RPL application given to RTO administrator for data entry
- RPL application and evidence placed on the student file

### **If RPL is Unsuccessful**

The applicant will be advised in writing of the following:

- The outcome of the CT/RPL application
- Right of appeal through the Complaints and Appeals Policy
- Information that made the application unsuccessful, such as lack of evidence
- If any further evidence and documentation is required that might assist another outcome
- A range of study options to upgrade skills and knowledge
- Enrolment in the module for which RPL was sought.

### **Finalising the Process**

The RTO office will record and keep all evidence, information and prior Testamurs/Statement of Attainment/Academic Transcripts on the student's file.

Original copies belonging to the applicant will be returned upon completion of the process.

### **Related Policies**

Complaint and Appeals Policy

### **Related Forms**

Application for Recognition of Prior Learning & Credit Transfer Form

Appeals and Complaint Form

### **Related Documents**

- Student Handbook
- Staff Handbook