 <p>Catholic Regional College Institute Of Training RTO 22427</p>	Catholic Regional College Institute of Training Registration No. 22427		
Department	Vocational Education & Training		
Quality Controlled Document Title	Recognition of Prior Learning and Credit Transfer Policy/Procedure	Date	November 2024
Version	10	Review	November 2025

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.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is designed to assess and recognise an individual's existing skills, knowledge, and experience, typically gained through formal, informal, or workplace learning. CRCIT has identified that RPL is not a suitable option for secondary school students from years 10 to 12 for the following reasons:

Limited Prior Experience: Secondary School Students from years 10 to 12 are in the early stages of their learning journey and typically do not have the substantial workplace or industry experience required to demonstrate competency against the units of a qualification.

Assessment Evidence Requirements: RPL requires comprehensive evidence of prior learning, such as workplace documentation, third party reports, or examples of completed work. Our target audience of secondary school students from years 10 to 12 often lack access to such evidence due to their limited exposure to real-world industry environments.

Development of Employability Skills: VET programs in secondary schools aim to develop employability skills, including teamwork, communication, and problem-solving, through classroom and workplace learning activities. These skills are best developed through active participation rather than recognition of prior, often insufficient, experience.

For these reasons, the use of RPL is not suitable for secondary school students. Instead, the focus remains on providing structured training and assessment to build their knowledge and skills from the ground up, ensuring they are well-prepared for future education or employment opportunities

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.

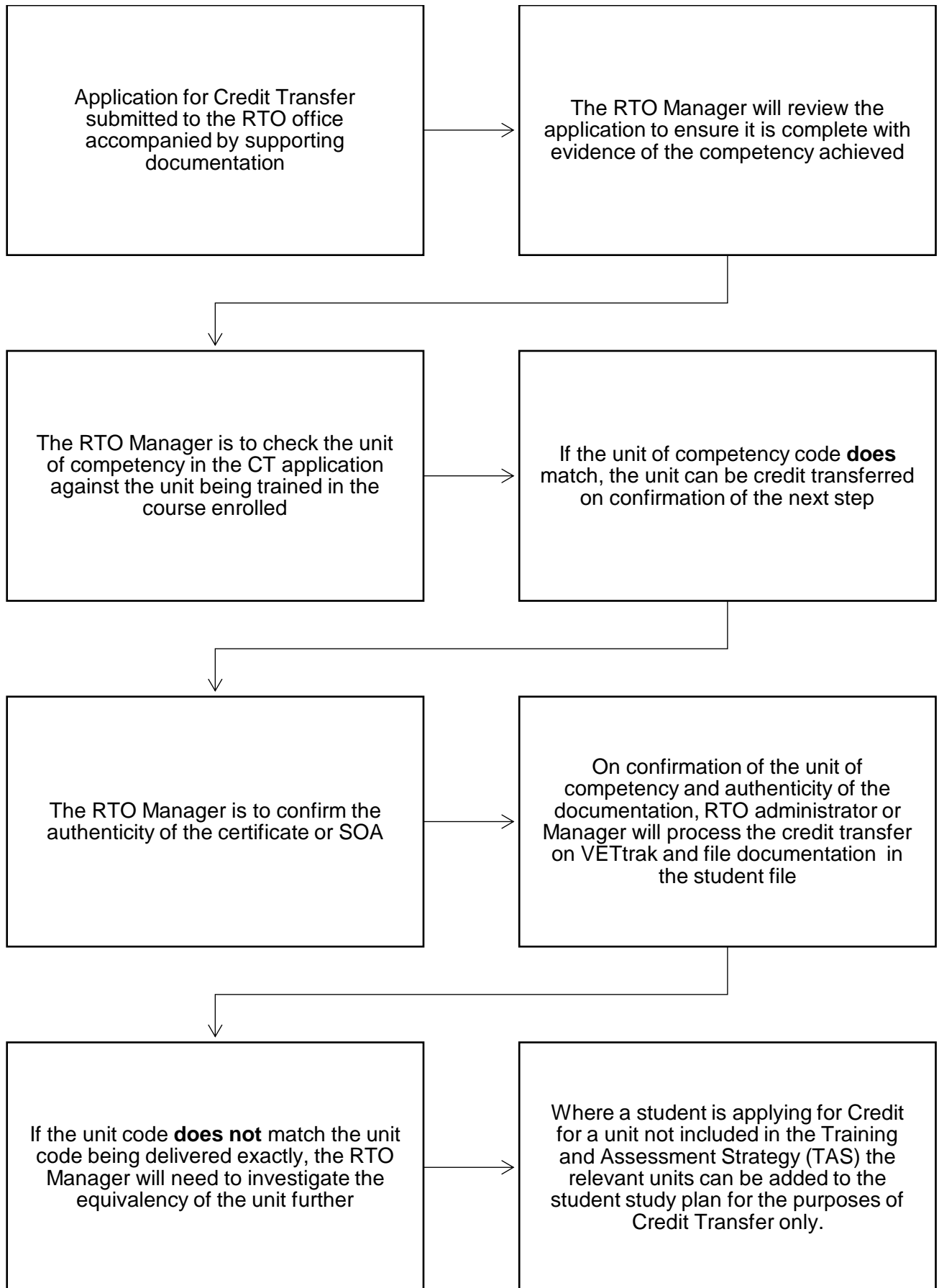
The applicant will need to

- 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



Related Policies

Complaint and Appeals Policy

Related Forms

Application for Credit Transfer Form

Appeals and Complaint Form

Related Documents

- Student Handbook
- Staff Handbook