





Recognition of Prior Learning and Credit Transfer Policy

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Purpose

Under the Australian Quality Training Framework (AQTF), Diamond Valley Learning Centre (DVLC) must provide:

- an assessment process that assesses an individual's relevant prior learning (Recognition of Prior Learning or RPL); and
- the process for Credit Transfer.

DVLC is not obliged to issue any certification that would entirely comprise units of competency or modules completed at another registered training organisation (RTO).

Scope

This policy applies to all DVLC staff and vocational education and training (VET) students.

Policy Guidelines

RPL is an assessment process carried out by a qualified trainer/assessor (*refer to Policy-P4 Training and Assessment Staff Qualifications*). The RPL process can be initiated prior to commencing training or prior to commencing a unit of competency. An RPL kit has been developed to assist in documenting the RPL process.

All relevant prior learning is eligible for assessment, regardless of whether it was acquired through formal training, life experience or previous work experience. A process of gathering evidence from these areas will be required to support the process.

Credit transfer (CT) is an administrative process that recognises the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully. It allows a student to gain credit for previous formal learning on provision of AQF certificates or statements of attainment, or a VET transcript from www.usi.gov.au.

In order to maximise outcomes for students and ensure that students are not disadvantaged, DVLC will apply the following principles when applying recognition of prior learning (RPL) and credit transfer (CT):

- Eligibility for RPL/CT is identified and recorded during the Pre-Training Interview;
- All individuals are informed of the availability of RPL/CT through the DVLC Student Handbook and on enrolment in a VET program;
- CT is only carried out by administrative staff after approval from their supervisor and the compliance officer;
- CT is granted for any units that have been previously attained and are matched to a unit within a student's current enrolment; or where units from a preceding training package are deemed to be equivalent as documented by the training package guidelines and rules;
- All AQF qualifications and statements of attainment issued by another RTO or VET transcripts are verified for authenticity before being fully recognised by DVLC;
- Units that are not directly matched are reviewed to determine whether the content aligns with content from the remaining units within the student's course. DVLC ensures the integrity of all CTs by basing decisions about course credits only on original sighted or certified copies of the relevant documents;
- RPL is only be granted for whole units of competency;
- RPL assessment meets the requirements of the relevant Training Package or VET accredited course, including workplace and regulatory requirements (where relevant);
- RPL assessment is conducted in accordance with the principles of assessment and the rules of evidence;
- RPL tools are validated annually, including (where possible) a sampling of RPL applications;
- Charges may be set to cover the cost of the RPL assessment process. Costs are reviewed on an annual basis by the Accounts Manager in consultation with the Chief Executive Officer (*Refer to Policy P-15 -Fees and Charges*).

Right to Appeal

All applicants have the right of appeal if they are dissatisfied with either the outcome of the RPL assessment or the process by which the decision was reached. (*Refer to Policy P-16 – Student Complaints and Appeals Policy and Procedure*).

Definitions

Recognition of prior learning (RPL) is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the

required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Credit Transfer (CT) is an administrative process in which an RTO provides credit to learners for units of competency and/or modules (unless prevented by licensing or regulatory requirements) that appear on:

- AQF certification documentation issued by any other RTO or an AQF authorised issuing organisation; or
- authenticated VET transcripts issued by the Registrar.

Credit must be granted for equivalent units of competency. For any non-equivalent units of competency, an analysis must be completed to determine the equivalence of the study compared with the relevant units or modules before granting any credit.

Related Policies

- P-3 Assessment Policy
- P-4 Training and Assessment Staff Competency Policy
- P-7 Validation and Moderation Policy
- P-13 Code of Conduct and Ethics Policy
- P-15 Fees & Charges Policy
- P-16 Complaints and Appeals Policy & Procedure
- P-19 Records Management and Archive Policy
- P-21 Accuracy and Integrity of Marketing Policy
- P-23 Certification Policy
- P-26 Access, Anti-Discrimination, Equity, Diversity and Empowerment Policy and Procedure
- P-36 Enrolment Process Policy and Procedure
- P-42 Consumer Protection Policy
- P-43 Privacy Policy
- P-46 Fees Refund Policy

Related Documents

- D-028 Student Handbook
- D-033 Pre-Training Interview Procedure
- F-003 Pre-Training Review Checklist
- F-009 Enrolment Form
- Skills First Quality Charter
- Skills First VET Funding Contract
- Skills First Guidelines about Determining Student Eligibility and Supporting Evidence
- Skills First Guidelines about Apprenticeship / Traineeship Training Delivery

Mapping Information

- AQTF Conditions 6, 7 and 9
- AQTF Standards 1.3, 1.5
- VRQA Guideline 3
- NVR Standards for RTOs 2015