

Credit Transfer and RPL Policy and Procedure



Purpose

It is important that REINSW have a clear and concise policy and procedure on the management of Credit Transfer and Recognized Pre-Learning (RPL) that meets the requirements of the RTO Standards 2015, section one, subclause 1.8.

Aim

Ensure that all Learners are provided the opportunity to complete as part of their studies, an application for RPL or Credit Transfer as part of their assessment methodology with REINSW.

1. Credit Transfer and RPL

Roles and Responsibilities

The following roles and responsibilities have been identified to ensure that members of REINSW training are aware of their responsibilities to meet the purpose and aim of this policy/procedure.

1.1. Training Manager/Compliance Coordinator

The Training Manager/Compliance Coordinator are to:

- a) Ensure that the Credit Transfer and the RPL process are in place and are compliant with the RTO standards
- b) Assist with, where required the judgement of sufficient evidence to ensure that the RPL or Credit Transfer meets the requirements.
- c) Appoint an appeals committee where required

1.2. Learner Engagement Coordinator

The Learner Engagement Coordinator is to:

- a) Supervise and assist the Learner Support Officers within the PRL and Credit Transfer Process
- b) Ensure that the rules of evidence are met
- c) Ensure that all documentation to support the outcome of the PRL or Credit Transfer are recorded within the LMS and or SMS
- d) Audit the evidence submitted, including any documentation to ensure that the application is compliant to this policy and procedure
- e) Approve Credit Transfer outcome
- f) Manage any RPL appeal submissions and coordinate the review and outcome of the appeal process

1.3. Learner Support Officers:

The Learner Support Officers are to: (Credit Transfer)

- a) Include within all enrolment packs, a Credit Transfer application
- b) Assist Learners through the Credit Transfer process
- c) Receive completed forms
- d) Validate the evidence
- e) Ensure that the application forms are completed with outcome
- f) Upload and record evidence and application within the LMS or SMS to support the Credit Transfer
- g) Record outcome against the Learners Unit of Competency
- h) Issue Statement of Attainment where required

The Learner Support Officers are to: (RPL Process)

- a) Include within all enrolment packs, a RPL Kit

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- b) Advise Trainer and Assessor of the RPL Kit
- c) Advise Learner of their allocated Trainer and Assessor

The Learner Support Officers are to: (RPL Process continued):

- d) Upload and record evidence and RPL Kit within the LMS or SMS to support the RPL outcome
- e) Record outcome against the Learners Unit of Competency
- f) enroll Learner in any gap training required and provide learning material
- g) Issue Statement of Attainment where required

1.4. Trainer and Assessors

The Trainer and Assessors are to:

- a) Review submitted RPL Kit against the Principles and Rules of evidence within 14 days of receipt
- b) Assess the evidence to ensure that the Learner meets the performance requirements outlined for each Unit of Competency within the RPL Kit
- c) Provide Learner with formal feedback and advise of any gap learning required
- d) Provide outcome of the RPL Kit to Learner Support Officer and advise of any further learning required by the Learner
- e) Provide training and assessment to the Learner to complete their studies with REINSW

1.5. Learners

The Learners are to:

- a) Submit a completed credit Transfer or RPL Kit for assessment by REINSW
- b) Provide all required Evidence to support their Credit Transfer or RPL Kit
- c) Complete required additional studies where identified

1.6. Workplace Supervisors

The Workplace Supervisors are to:

- a) Provide workplace observation checklists where required to support evidence throughout the RPL application

2. Procedure

All learners that are enrolling into a nationally accredited course, or Unit of Competency/Cluster, must be given the opportunity to complete their studies through both or one of the following assessment methodologies:

- a) Credit Transfer - recognises the Learners previously completed studies, which may allow for entry into a qualification and/or provide credit towards the qualification
- b) Recognised Prior Learning (RPL) - recognises skills, knowledge or experience Learners have gained outside of the formal education and training system and how they may meet the requirements of the qualification they wish to study

Refer to the enrolment procedure for more information regarding the enrolment flowchart and the Credit Transfer application.

2.1. Credit Transfer

Where a Learner during the enrolment process indicates that they have previous studies that they would like to count towards the new qualification, the Learner must be provided a Credit Transfer application form and:

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- a) Submit their completed Credit Transfer form to their allocated Learner Support Officer
- b) Provide copies of their qualifications, transcripts or USI register details

2.1.1 Rules of Credit Transfer:

A Credit Transfer can only be accepted for the current qualifications on scope of registration for REINSW, where the Unit of Competency being sort is the same Unit of Competency code or is treated as equivalent under the Training Package Rules.

Where this is not the case, the credit transfer is not valid, and the Learner advised to complete a RPL Kit instead.

A Learner may submit more than one Credit Transfer per qualification being studied.

2.1.2 Credit Transfer Process:

The Learner enrolment must still progress while the application for credit transfer is assessed.

- 1) Learner submits their completed application to their Learner Support Officer
- 2) The Learner Support Officer reviews the application to that:
 - a. All details have been provided and the Learner has signed the application form
 - b. All evidence as indicated on the application is available and outlines the unit of competencies the Learner is wishing to credit
- 3) Units of Competency are to be compared with the current Units of Competency to ensure the same code, or where different, the Learner Support Officer must check www.traing.gov.au and search the old unit of competency to check the equivalency of the unit against the current unit of competency
- 4) Where the unit of competency is different, or not equivalent, refer to section 2.11 Rules of Credit Transfer
- 5) Where the unit of competency is the same code, or is equivalent, the learner support officer must validate the evidence provided by the Learner by:
 - a. Contacting the issuing RTO and providing them a copy of the Credit Transfer form and request the issuing RTO to validate the evidence and sign the Credit Transfer Form – PART E and send back to REINSW, or
 - b. Search the USI data base and request a copy of the Learners USI transcript through www.usi.gov.au
 - c. Where the evidence cannot be validated by either the issuing RTO or by USI, the application must be forwarded to the Training Manager for further management
- 6) Where the evidence has been validated, the Learner Support Officer completes the REINSW section of the Credit Transfer Form beside each of the Units of Competencies being credit transferred
- 7) The application form and the evidence must be uploaded against the Learners logbook within the SMS including any transcripts downloaded form USI
- 8) Learner Support Officer updates the units of Competencies within the Learners course to identify Credit Transfer
- 9) Where the learner is completing a traineeship, the FTP must be updated to reflect the Credit Transfer outcome
- 10) Learner advised in writing of the outcome of the Credit Transfer with a Record of Outcomes provided, Refer to the Certificate Issuance Policy

2.2. Recognised Prior Learning (RPL)

During the enrolment process, a Learner indicates that they have previous studies not aligned to the current units of competencies, workplace experience or relevant skills and knowledge that they would like to count

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towards the new qualification, the Learner must be provided RPL Kit relevant for the qualification they wish to study and:

- a) Submit their completed RPL Kit to their allocated Learner Support Officer
- b) Provide copies of their qualifications, transcripts or USI register details and other supporting evidence

2.2.1 Rules of RPL:

An RPL Kit can be accepted from a Learner at any time during their studies where they have not taken the opportunity to submit an RPL kit during the enrolment phase of their course.

Where a learner has indicated that they would like to submit an RPL Kit for the qualification during the enrolment process they wish to study with REINSW, the enrolment process must be followed as per the Enrolment Procedure for RPL.

Where a Learner does not satisfy the requirements of the RPL Kit, or cannot provide sufficient evidence, the Learner must be directed to complete the Unit of Competency through the normal assessment methodology.

RPL with REINSW, at anytime must not be seen as a tick and flick operation and a Learner may only submit one RPL application per enrolment. Further RPL applications may result in additional fees.

2.2.2 Principles and Rules of Evidence for RPL:

Regardless of the assessment methodology used to assess a Learners competency level. The Principles and Rules of Evidence must be always followed being:

Principles	Rules
1) Fairness	1) Validity
2) Flexibility	2) Sufficiency
3) Validity	3) Authenticity
4) Reliability	4) Currency

Learners must provide evidence that supports the performance criteria of the Unit of Competency as outlined with the ROL Kit to ensure that the Trainer and Assessor can assess and support the successful outcome of the RPL Kit.

Evidence should not be any greater than 3 years old where relevant industry experience cannot support evidence older than 3 years. Each performance criteria should be able to be supported by at least two pieces of independent evidence.

2.2.3 Suggested Evidence for RPL:

Regardless of the assessment methodology used to assess a Learners competency level. The Principles and Rules of Evidence must be always followed being:

Documents that may be available include but are not limited to:

- Resume
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities

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- results/statement of attendance/certificates – vendor training courses, in-house courses, workshops, seminars, symposiums
- results/statements of attendance/certificates – club courses e.g., first aid, officials, surf lifesaving, etc
- photographs of work undertaken
- diaries/task sheets/job sheets/logbooks
- site training records
- site competencies held record membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

2.2.4 RPL Process

The Learner enrolment must still progress while the application for RPL is assessed, however studies should not commence until the RPL Kit outcome has been reached.

Learner Support Officer:

- 1) Provides the Learner the correct RPL Kit for the qualification being enrolled into
- 2) Received back the RPL Kit with all supporting evidence and uploaded this onto the SMS or LMS
- 3) Advises the allocated Trainer and Assessor for the uploaded RPL Kit for assessment
- 4) Learner Support Officer updates the units of Competencies within the Learners course to identify RPL outcome
- 5) Where the learner is completing a traineeship, the FTP must be updated to reflect the RPL outcome
- 6) Learner provided with a Record of Outcomes, Refer to the Certificate Issuance Policy
- 7) Where the RPL Kit is not granted, support the learner through the normal means of assessment methodology

Trainer and Assessor:

- 1) Upon receipt of the RPL Kit, assess the Kit to ensure that the Learner meets the criteria for RPL
- 2) Assess each unit of competency being RPL'ed and the evidence against the performance criteria as outlined within the RPL Kit, or on www.training.gov.au
- 3) Assess the evidence against the Principles and Rules of evidence to ensure that the evidence can be used to support the RPL application
- 4) Validate all nationally recognised certificates, transcripts or Statement of Attainments provided by the Learner by:
 - a. Contacting the issuing RTO and providing them a copy of the Credit Transfer form and request the issuing RTO to validate the evidence and sign the Credit Transfer Form – PART E and send back to REINSW, or
 - b. Request the Learner Support Officer to search the USI data base and request a copy of the Learners USI transcript through www.usi.gov.au
 - c. Where the evidence cannot be validated by either the issuing RTO or by USI, the nationally recognized evidence must be forwarded to the Training Manager for further management
- 5) Complete a RPL conversation with the Learner using the RPL Kit to record outcomes of the conversation
- 6) Seek a workplace observation assessment from the Learners workplace supervisor to support on the job skills and knowledge outlined by the Learner within the RPL Kit
- 7) Assess and document the outcome of the RPL Kit by using the Learner Assessment Record Form
- 8) Provide written feedback to the Learner against each unit of competency being RPL'ed
- 9) Upload the completed RPL Kit to the Learners SMS logbook

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RPL Granted:

- a) Submit a Certificate or SOA issuance request form to the allocated Learner Support Officer
- b) Ensure that all evidence has been uploaded to the LMS or SMS and well documented on the RPL Kit where it supports the outcome of the RPL

RPL Not Granted:

- a) Provide to the Learner feedback on the outcome of the RPL or each unit outlining the reasons for the decline in RPL
- b) Provide support and guidance within identified gaps where the Learner may be able to resubmit the application with further evidence
- c) Advise the Learner Support Officer of the outcome and request that Learning material be made available to the Learner to study the units of competency through regular assessment methodology

2.3. PRL Appeals Process

All learners have the right of appeal where the Learner feels that the outcome of the RPL Kit was not fair or just in their opinion. A Learner has 21 days from the date of their Learner Assessment Outcome Form being sent to lodge an appeal with REINSW.

A Learner must use the appeals form to submit an appeal with REINSW.

- 1) Training manager to appoint an appeals committee that can contain members of the REINSW family external to training
- 2) The committee must evaluate the RPL kit and its supporting evidence
- 3) Determine to either uphold the initial assessment outcome of the RPL Kit, or overturn the initial outcome and request that another Trainer and Assessor re-assesses the RPL Kit

2.3.1 RPL Appeals Rules

The initial learner Support Officer and the Trainer and Assessor must not be included as part of the appeals process at any time, expect to:

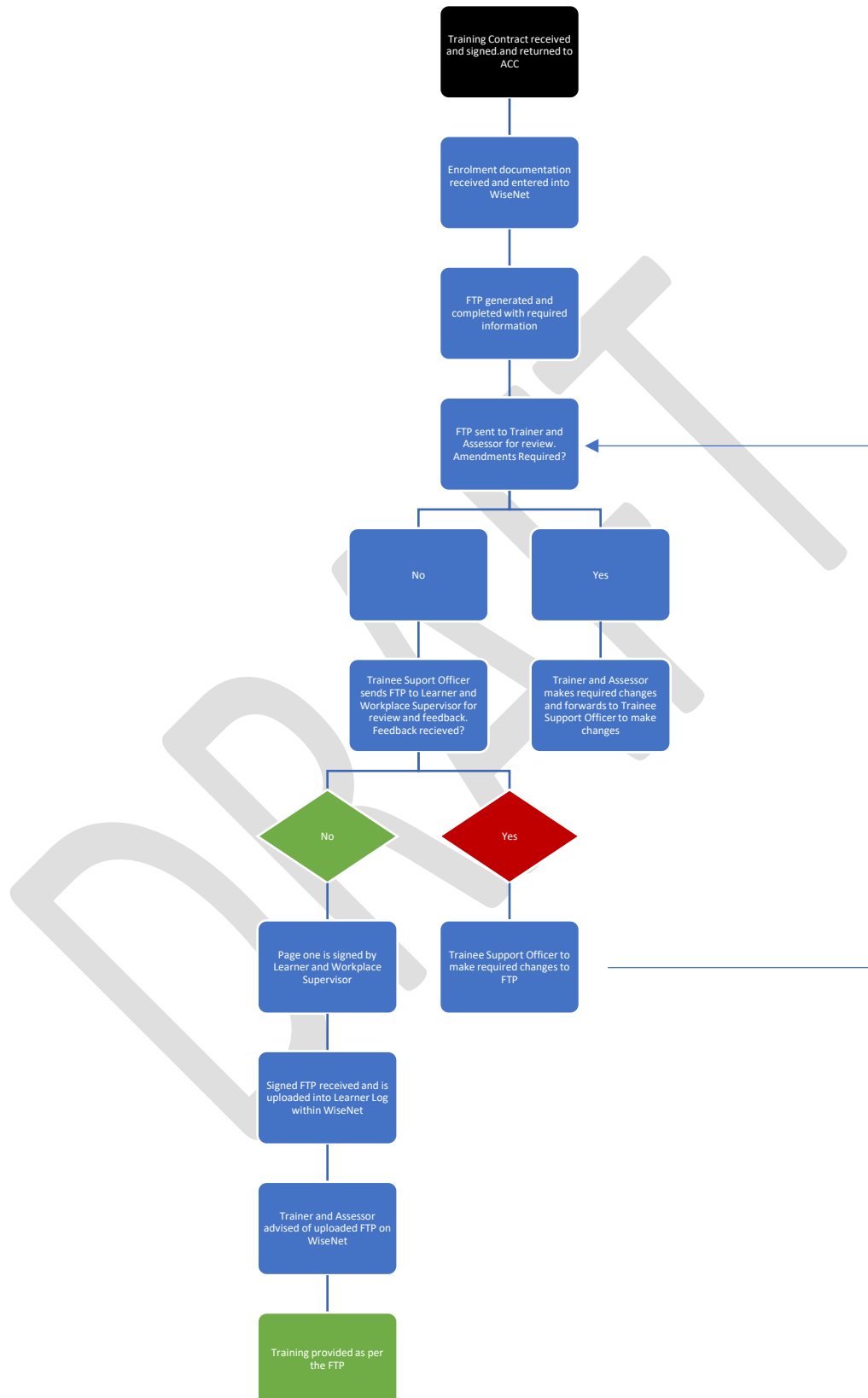
- a) Provide evidence that the appeals committee requires to make the determination of the appeals submission
- b) Be interviewed to seek further clarification on the RPL KIT and its evidence

The appeal process must not take any longer than 30 days from the initial receipt of the RPL appeal, however if the appeals process takes longer, the appeals committee must write to the Learner and advise of additional time required, however, the process must not exceed 60 days from initial receipt of the RPL appeal.

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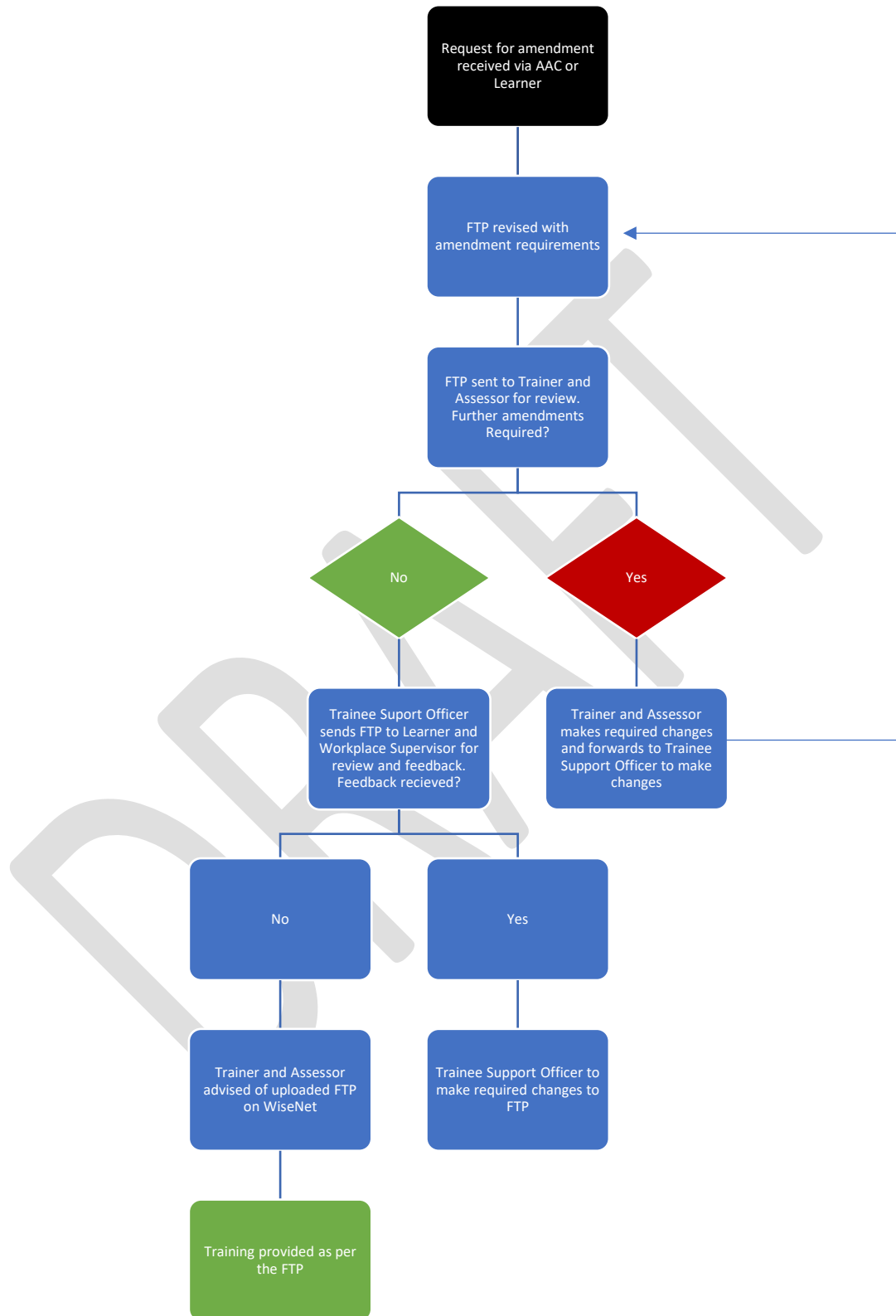
3. Credit Transfer Flowchart



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4. RPL Flow Chart



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5. Related Policies and Procedures

- Learner Enrolment Policy and Procedure
- Certificate Issuing Policy and Procedure
- Principles and Rules of Evidence Gathering

6. Related Documentation

- REINSW Enrolment Form
- REINSW Credit Transfer Form V1 March 2022
- REINSW RPL Appeals Form
- REINSW RPL Kit – CPP31519
- REINSW RPL Kit – CPP41419
- REINSW RPL Kit – CPP51119

7. Related Legislation / Contracts

- Smart and Skilled Operations Guidelines
- Standards for Registered Training Organisations

8. Risk Rating

Category	Consequences	Review Period	Evidence of Understanding
Medium Risk	Non-compliance could result in increased risk rating with ASQA audit requirements	3 years	Relevant staff members must be aware of the document required to support an CT or RPL in relation to this policy/Procedure

9. Policy, Procedure Information

Date Issued:	28/03/2022
Date of last review:	28/03/2022
Date of next review:	28/03/2027
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