

SC2 Credit and Recognition of Prior Learning Policy & Procedure



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Purpose

The purpose of this policy and procedure is to outline Wise Workplace Training's approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorised issuing Wise Workplace Training such as a university
- Authenticated VET transcripts issued by the Registrar.

This policy and procedure complies with Clause 3.5 of the Standards.

This policy also outlines our partnership with KPS and Associates for the purposes of assessing and delivering qualifications via Recognition of Prior Learning.

Definitions

AQF means Australian Qualifications Framework which can be accessed at <http://www.aqf.edu.au/>

Certification document means a Testamur, Statement of Attainment or Record of Results

Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment

Registrar means the Student Identifiers Registrar

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Wise Workplace Trainings (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au



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Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

Policy

1. Applications for Credit or RPL

All students have the opportunity to apply for recognition of prior learning (RPL) or Credit Transfer, evidenced by existing qualifications, work experience, life experience or other education. Students will be supported and encouraged throughout the process.

All evidence provided as part of an application will be authenticated by Wise Workplace Training by contacting the issuing provider or a workplace referee to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.

Wise Workplace Training will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

2. Assessing Applications

Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuer, Wise Workplace Training will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with Wise Workplace Training.

Where evidence has been provided of any other kind, an analysis as to the equivalence of the study completed with the units in the student's enrolment with Wise Workplace Training will be undertaken.

If the evidence is previous completed units of competency and these are found to be equivalent to the enrolled units, then no mapping or analysis is required and the student may be granted the unit. If there is no equivalence, the evidence will be assessed against specific performance criteria, knowledge criteria and evidence requirements of the enrolled units.

When assessing evidence of this kind, reviewers will ensure the evidence is properly understood and interpreted (through consultation with the student), and will take thorough notes of the analysis of evidence against unit's performance, knowledge and other criteria.

Tenure of service in a particular industry, practical experience and internal training evidence is helpful, but will not be determinative of competency by itself.

3. Application outcomes

Students will be advised of the progress and outcome of their applications in writing.

Where there are significant Credits or RPL units granted, this may result in a reduction of the Course fees which will be advised at the same time.

The result of Credit Transfer or RPL Application will be recorded for any relevant units on the student management system.

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Students may appeal the decisions made about their application by following Wise Workplace Training's *Complaints and Appeals Policy and Procedure*.

Procedure

Procedure	Responsibility
<p>A. Applications for Credit and/or RPL</p> <p>Students will be offered the opportunity to apply for Credit and/or RPL as part of the enrolment process. They will receive initial advice of their likely prospects based on information collected at the pre-enrolment interview, and will be guided on what evidence to submit.</p> <p>To apply, a student should supply copies of their relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.</p> <p>Initial applications do not require certified copies, but any qualifications will need to be externally verified before credit or RPL can be awarded.</p>	<p>Training Coordinator</p>
<p>B. Review application (both RPL and Credit)</p> <p>Transcripts and other documentation should be reviewed for their authenticity. Consider:</p> <ul style="list-style-type: none"> – Does the transcript or document include the expected information? – Has the copy been certified, or can it be verified with the provider / workplace / etc? <p><u>Credit</u></p> <p>Are the units/modules previously studied relevant to the student's current enrolment? If not, the Application does not need to be progressed further and the student can be advised that they were not granted any Credits.</p> <p>Where there is a direct unit match by code and title, a Credit can be issued. Where previously completed studies are deemed equivalent by the Training Package to a unit in the student's enrolment (refer to Training Package), a Credit can also be granted for those relevant units.</p> <p>Where previously completed studies are relevant/ similar to a unit in the student's enrolment, the content of the completed units/modules must be analysed to identify whether the outcomes are equivalent to any units/modules in the student's course. This may be assessed by reviewing the content of the unit/module which may be accessed through the university or the student may be asked to provide further information if required.</p> <p>Where equivalent outcomes are identified, a Credit can be issued. The reason for the Credits issued should be documented on the Credit Application.</p> <p><u>RPL</u></p>	<p>Training Manager/ Trainer/Assessor</p>



Procedure	Responsibility
<p>The student's initial documentation will be ordered and labelled. Each evidence will be reviewed for relevance to each unit content & requirements. The reviewer will prepare and note their decisions about relevance on an RPL Assessment Form.</p> <p>For any gaps in unit requirements not met by the initial evidence, the reviewer may request additional evidence, conduct an interview, assign an assessment task, or any other step which meets the missing requirement(s).</p> <p>Where / if a student demonstrates sufficient practical competency, using multiple valid, current, authentic forms of evidence across dimensions of competency and all unit criteria, RPL may be awarded for that unit.</p> <p>This process should be an ongoing conversation between reviewer and student, with transparency and effective communication at all times.</p> <p>If the student is in a role or undertaking work that matches the qualification assessment requirements, and this occurs during the course of study, these activities may be used as RPL or assessment evidence either through the RPL process or through the use of a Workplace Supervisor.</p>	
<p>C. Assess impact on fees</p> <p>Where all core Credits or RPL units have been granted, thus reducing the amount of training and assessment to be provided, review the cost of the remaining units and work out if total course fees can be reduced (where applicable).</p>	<p>Training Manager/ Trainer/Assessor</p>
<p>D. Notify student of outcome</p> <p>Once outcome has been determined, notify the student of the outcome of their application in writing.</p> <p>Where an application has been altogether rejected or has resulted in no Credits or RPL being issued, provide an explanation to the student as to the reasons for the outcome.</p>	<p>Training Manager/ Trainer/Assessor</p>
<p>E. Record the Credits granted</p> <p>Keep records of all documents used in the assessment of an Application in the student's file. Record the result against the relevant units in the student management system.</p>	<p>Training Manager/ Trainer/Assessor</p>

Document Control

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