



<b>Institution</b>	Universal Institute of Technology
<b>Policy Name</b>	RPL and Credit transfer
<b>Policy Number</b>	ACA 005
<b>Policy Governance</b>	UIT Training and Assessment Committee
<b>References:</b>	SRTO: Standard 1 ESOS/National Code: Standard 2

## 1 Purpose

UIT is committed to providing quality training and assessment in accordance with the SRTO 2015. This policy is for applicants seeking Skills Recognition and explains the process from the application stage through to the granting of either Credit Transfer or Recognition of Prior Learning (RPL) and the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## 2 Responsibility

The Academic Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

## 3 Definitions

**Skills Recognition:** the overarching term given to the recognition of skills and knowledge gained through formal and informal learning by the applicant. The Skills Recognition process may include Credit Transfer and/or Recognition of Prior Learning.

**Course Credits:** the formal recognition of prior learning of any form that is recognised so the student does not have to re-study these units. This will result in a shortening of the course. Course credits can take two forms –Credit Transfer or Recognition of Prior Learning.

**Credit Transfer:** the process of granting credit for a unit or units from a Nationally Recognised Qualification issued by another Registered Training Organisation. This is an administrative process and only direct Unit Code and Unit Descriptions (or ones that deemed equivalent in a Training Package) are recognised in this process.

**Please note: Credit Transfers cannot be granted for a whole program of study. A minimum of 50% of the units of competency must be achieved through normal enrolment .**

**Recognition of Prior Learning (RPL):** the formal assessment of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience, it is essentially an assessment only pathway in the VET system.



## 4 Procedure – General

- If an applicant or current student expresses interest in Course Credits, UIT should engage in a discussion with them at the time of submission of an application for admission. Students must apply for credit while they apply for admission to a program.
- Dependent upon the evidence the candidate can present, they should be advised by a suitably qualified assessor on how best to present their case for Credit Transfer or Recognition of Prior Learning.
- CT and RPL will often require dialogue between the candidate and the assessor to validate evidence or elicit other material as appropriate.
- Once the units to be assessed and evidence have been identified, the candidate should complete a CT/RPL Form (TA06).

## 5 Procedure – Credit Transfer (CT)

- Credit Transfer involves a review of the qualification and/or Units of Competency that the candidate presents that they believe are similar to those listed as one or more Units of Competency in the qualification for which they intend to study.
- When a student/applicant applies for Credit Transfer they must produce a Statement of Attainment from a Registered Training Organisation.
- UIT must:
  - Ensure that it is an original Statement of Attainment, not a copy.
  - Check on TGA that the RTO is registered and able to deliver the course/units specified
  - Check units listed on the SoA fall within the scope
  - Confirm that the units listed form part of the qualification for which the applicant is applying or for which the student is already registered
  - Ensure that the units have not already been taught if the student is a current one.
- Upon receipt of a completed form UIT will review the Elements, Skills and Knowledge of the submitted qualification and essential assessment requirements (or equivalent if an overseas qualification) and compare these with the requirements for the unit for which equivalency is sought.
- The review should be conducted by a qualified assessor who is mapped for assessing that unit or units.
- If the unit is deemed to be equivalent, then Credit Transfer for that unit(s) may be granted.
- Where the unit is deemed as not equivalent, the parts that are deemed as equivalent could be used as part evidence in an RPL application.

## 6 Method – Recognition of Prior Learning (RPL)

- RPL applications are made using the student Course Credit Application Form (TA06). A fee applies to all RPL applications.
- The units applied for and the evidence will have been discussed at the time of submission of application for admission. See Method – General above.



- The Academic manager should allocate a suitably qualified and experienced assessor to oversee the assessment.
- The student Course Credit Application Form (TA06) should be completed and forwarded to the Academic manager together with the required fee.
- A copy of the student Course Credit Application Form (TA06) and all verified supporting documentation is placed on the student file.
- The Institute will provide RPL applicant's access to the relevant Units prior to the RPL application being completed.
- The Institute will give applicants advice on completing the student Course Credit Application Form (TA06) and the gathering of reliable evidence.
- The Academic manager must ensure model RPL kit is available and processes to put together kits per qualification level when someone applies for RPL.
- A qualified assessor will assess completed student RPL applications, sign the form indicating the assessment outcome eligibility and advise the training manager of the outcome. Students will be advised promptly of the decision.
- Candidates are to provide the evidence that is agreed upon with the assessor.
- The Candidate may have to undergo an interview with the assessor before evaluation of the application is completed.
- Dependent on the qualification, the candidate may have to perform selected assessments and complete some theory tests – the test and reasons for taking it will be discussed with the applicant.
- If the assessor believes there is insufficient evidence, they may ask the candidate to undergo a formal assessment as documented in the RPL kit (usually via the assessments listed for the specific units).
- The completed student RPL record must be signed by the student and the assessor.

### 7 Method - Conclusion

- Course Credit application documentation, assessment processes and outcomes must be placed in the student file.
- Granting of Course Credits must be recorded as a unit outcome in the students file.
- The student database must be updated with CT or RPL for each of the units for which Course Credits have been granted.
- If the result outcome of the application for CT is NOT to issue one or more units, then the candidate must also be informed of their right to appeal and how to do that.
- The student must be notified of the outcome of the process and their acknowledgement obtained. This is to be filed in the student's file.
- After Course Credit(s) are granted, a student's course schedule must be reviewed and any reductions in the course duration and the reasons for the reduction recorded and placed on the student's file if applied at the time of seeking admission.
- If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.



- Any course duration reduction as a result of Course Credits must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa **or** on PRISMS if granted after the issue of a visa.
- If a candidate is granted one or more credits then the fees will be subject to adjustment and will be notified to the student if only when UIT receives the credit transfer application at the time of seeking admission.

### 8 Related Documents

- Course Credit Application Form (TA06)
- RPL Kits from each qualification as relevant