

Credit Transfer and RPL Policy & Procedure

1.0 Policy

- 1.1 St Peter Institute (SPI) employs a fair and equitable policy for Recognition of Prior Learning (RPL) and Credit Transfer.
- 1.2 This policy aims to provide students with recognition for past experience, skills or qualifications gained. This experience may have been gained from employment, previous formal training undertaken or life experiences.
- 1.3 All students are provided with the opportunity to have their prior learning and experience assessed and gain recognition for this. (Recognition of Prior Learning: RPL).
- 1.4 The RPL process will match a student's experience to the requirements in a unit of competency and assess if recognition can be granted.
- 1.5 SPI recognizes qualifications and statements of attainment issued by other Registered Training Organizations.
- 1.6 Candidates who have successfully completed whole units of competency contained within one of our courses with another RTO can apply for Credit Transfer (CT).
- 1.7 The **Training Manager** is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.8 This policy is implemented in compliance with the requirements of the Standards of Registered Training Organizations (RTOs) 2015 Standards 1 and 3.
- 1.9 Both processes allow the candidate to reduce the time and study load associated with achieving a qualification.
- 1.10. This policy supports the ESOS National Code 2007 Standard 12. This policy supports the AQF Qualifications Pathways Policy. This policy also supports Standard for RTOs 2015 - Standard, Clause 3.5: "The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 - 1.11 AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
 - 1.12 Authenticated VET transcripts issued by the **CEO**.
 - SPI appropriately recognises course credit within the ESOS framework.
 - SPI will grant course credit to students with suitable prior learning or experience. Course Credits can be gained by a student through RPL or through Credit Transfer.
 - SPI will ensure that the Standards for RTOs 2015 and other quality assurance requirements are met. Credit transfer is recognition for study already completed, which counts towards further study.
 - Where SPI grants course credit, SPI will:
 - have documented procedures for the granting and recording of course credit; and

Credit Transfer and RPL Policy & Procedure

- provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.
- Course credit may reduce the length of a student's course. If this occurs before visa grant, SPI will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.
- For the purposes of the National Code 2007, course credit is defined as follows: 'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.'
- Credit Transfers can be granted under any of the following circumstances:
 - Under the principles of National Recognition, a student is granted an automatic credit for any unit that they have successfully completed at any other Registered Training Organisation (RTO).
 - When the unit has exactly the same code and title, even if it is not from the same Training Package.
 - When the unit has been reviewed and this has resulted in minor changes to the unit code or title. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
 - When the unit has been transferred from another Training Package/curriculum and recoded, however the learning outcomes remain the same.
 - As per the definition from the RTO 2015 standards, Recognition of Prior Learning (RPL) means an assessment process that assesses an individual's formal, 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 VET qualification.
 - Students can base their Recognition of Prior Learning application on any combination of formal, non-formal or informal training and education, work experience or general life experience.
- SPI will ensure that Recognition of Prior Learning is structured to minimise the cost and time to applicants whilst retaining the integrity required by the RTO 2015 standards to recognise competencies in accordance with the requirements of Training Packages or Curriculum documents.

2.0. Procedure for Credit Transfer

- Applicants for Credit Transfer must complete the Credit Transfer Application Form, attach an original (or certified copy) of a verified Award or Statement of Attainment and submit the application to the **Student Support Officer**.
- The **Student Support Officer** will forward the application to the **Training Manager** to check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.

Credit Transfer and RPL Policy & Procedure

- The **Training Manager** will refer to its course structure and unit/subject offerings and determine whether course credit granted will affect the duration of the course for that student.
- SPI will recognise units of competency included on a record of results or a Statement of Attainment issued to the student, by another RTO towards, towards the qualification, if the units meet the packaging rules of the qualification delivered by the organisation.
- Verified copies of Qualifications and Statements of Attainment or records of results used as the basis for granting Credit Transfer along with the Credit Transfer Application Form must be kept on the students file
- Once authorised, the Credit Transfer Application Form must be signed by the **Training Manager** and will act as a written record of the credit. This form will be placed in the students file, and recorded on the Student Management System (WISNET)
- After Credit Transfer is granted a student's course schedule must be reviewed and modified to ensure a full time load and details of this placed on the student's file.
- The **Training Manager** will inform the **Admin Manager/Student Support Officer** regarding the outcome of the Credit Transfer Application.
- If the Credit Transfer leads to a shortening of the student's course:
 - A. If the course credit is granted before the student visa grant, the **Student Support Officer** will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - B. If the course credit is granted will affect the duration of the course, the **Student Support Officer** will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
 - C. If the course credit granted will not affect the duration of the course, the **Student Support Officer** will record the course credit in the student's file but does not need to take any other action.
 - D. If the course credit granted will affect the duration of the course, the **Student Support Officer** will record a change of course duration on PRISMS. To do this, **Student Support Officer** use the Student Course Variation function, and indicate that the student has requested a change to the existing enrolment. The **Student Support Officer** then choose 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
- If the application does not meet the required criteria as set down then Credit Transfer cannot be awarded for one or more units, the applicant has the right to access the Complaints and Appeals Policy and Procedure.

3. Procedure for RPL students:

- To apply for recognition of prior learning students will need to complete the RPL Application Form that is available from at the reception and provide supporting evidence.

Credit Transfer and RPL Policy & Procedure

- Relevant assessors/trainer will give advice to the students on completing the RPL application form and gathering reliable evidence. Applicants will be encouraged to discuss the requirements and the types of evidence they are thinking of presenting prior to submitting the application.
- Any applicant for Recognition of Prior Learning is provided with:
 - A. Information about the competencies and performance criteria relevant to their Recognition of Prior learning
 - B. Adequate information and support to enable them to gather reliable evidence of competency
 - C. Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application
 - D. Students who are eligible for credit transfer will be granted Credit Transfer status and will be subject to the Credit Transfer Procedure.
- It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitude even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the **RPL Assessor** to use his/her professional judgment (based on Training Package Assessment Criteria in general and each Unit of Competency in particular) whether the evidence produced demonstrates current knowledge, skills and attitude required in the Training Package and Units of Competency. Evidence may include:
 - Interview/professional conversation
 - Observation and questioning including workplace visits
 - Portfolio of work, which may include completed assessment items from previous study
 - Supplementary assessment tasks or challenge test (oral, written or practical)
 - Assessment where no training is involved
 - Trade test
 - Authentication of evidence by supervisor or employer
- The application will need to be submitted to the **Student Support Officer** who will forward the application to the **Training Manager**.
- A copy of the Application Form is placed in the student's administration file by the **Student admin officers**.
- The **Training Manager** will assign a **Trainer/ Assessor** who will assess the completed RPL application and the student will be advised promptly of the decision. Further information or an interview with the student may be required before evaluation of the application is completed.
- The completed RPL Assessment Form must be signed by the student and the **Trainer/Assessor**.

Credit Transfer and RPL Policy & Procedure

- Granting of RPL must be recorded as an outcome in the student's administration file using the RPL Assessment Outcome Form and signed by the **Training Manager**.
- The **Training Manager** will inform the **Admin Staff** about the outcome of the RPL application.
- RPL application documentation, assessment processes and outcomes are placed in the student's academic file.
- After RPL is granted a student's course schedule must be reviewed and modified to ensure a full time load and details of this placed in the student's administration file. If the RPL outcome leads to a shortening of the student's course:
 - A. If the course credit is granted before the student visa grant, the **Admin Manager/ Staff** will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - B. If the course credit is granted will affect the duration of the course, the **Student support officer** will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
 - C. If the course credit granted will not affect the duration of the course, the **Admin Manager/ Staff** will record the course credit in the student's file but does not need to take any other action.
 - D. If the course credit granted will affect the duration of the course, the **Student support officer** will record a change of course duration on PRISMS. To do this, the **Student support officer** use the Student Course Variation function, and indicate that the student has requested a change to the existing enrolment. The **Student support officer** then choose 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
- Unsuccessful applicants have a right to formally appeal the RPL assessment, through the Complaints and Appeals Policy and Procedure.