

## RPL and Credit Transfer Policy and Procedure

### Relevant Standards

SRTO 2015: 1.12, 1.3 (b), 3.5  
The National Code 2018: Standard 2.3, 2.4, 2.5

### Relevant Documents

RPL and Credit Transfer Application Form  
RPL and Credit Transfer Evidence Record Form  
Student Admission and Enrolment Policy and Procedure

## 1. Purpose

This policy and associated procedure aim to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework. It underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

## 2. Scope

This policy and procedure apply to all the courses on the college's scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students at NVC who seek recognition for learning previously gained through formal, non-formal and informal learning, as well as work experiences.

## 3. Definitions

**RPL:** Recognition of Prior Learning: means an assessment process that assesses an individual's formal, non-formal and informal learning and work experiences 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.

**Credit Transfer:** means transfer of credits from units of competencies achieved in formal and nationally recognised education and training systems to equivalent units of competencies, satisfying the required competency standards.

**Credit:** Exemption from enrolment in a particular part of the course due to previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

**Units of Competency** means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

**Department:** Department of Education and Early Childhood Development

## 4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (RTOs) 2015
- Education Services for Overseas Students (ESOS) Act 2000
- AQF: National Principles and Operational Guidelines for Recognition of Prior Learning

## 5. Policy

The *National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)* represent a set of national cross-sector guidelines to support the implementation of RPL as an important element of Australian education and training. At NVC, the granting of RPL and Credit Transfers will be established and maintained in accordance with;

- AQF National principles and operational guidelines for Recognition of Prior Learning (TAFE) Procedure
- Standards for Registered Training Organisations (SRTOs 2015)

**5.1** RPL can be used for access and the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

**5.2** NVC will make RPL available to all students in compliance with the relevant Standards for Registered Training Organisations, SRTOs 2015.

**5.3** RPL assessments will be conducted using the principles of assessment and the rules of evidence.

**5.3** Assessment will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40116) or equivalent and meets the requirements specified in Standards 1.13 – 1.16 of the Standards for RTOs 2015 and the relevant schedules (Schedule 1).

**5.5** NVC recognises course credit within the ESOS framework and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification

**5.6** Candidates must apply for credit either through RPL or Credit Transfer. However, applying for RPL does not guarantee an exemption.

**5.7** Candidates seeking credit must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a college course.

**5.8** If the granting of credit results in shortening the student’s course, NVC will report the change of course duration to the Department. All records will be kept for a minimum of two years from the date the student ceases to be an enrolled student (*Ref: Documents and Records Management Policy*).

**5.9** No fees will be charged for Credit Transfer applications.

**5.10** Fees for RPL will be charged per unit of competency, calculated on a pro-rata basis on the total course fee. The RPL fee will be in addition to the total course fee.

## 6. Procedure

### 6.1 Credit Transfer

The following procedure applies to Credit Transfer applications. There is **no fee** for Credit Transfers.

Steps	Responsibility	Comments
Complete the <i>Credit Transfer Claim Form</i> and attach all the required evidence.	Student	Original copies of the transcript and awards must be presented
Make an appointment with the Campus Manager to undertake RPL and Credit Transfer assessments	Student	Reception to assist with making the appointment
Assess the claim and determine the eligibility using the <i>RPL and Credit Transfer Evidence Form</i>	RPL Officer	The same units might have different codes under different training packages.

		Where required, units of competencies should be downloaded from NTIS to compare the competency standards and equivalence
Grant necessary credits if eligible	RPL Officer	Original documents must be sighted
Make copies of the evidence for the student file	RPL Officer	
Update student records on the student management system	Campus Manager	Use appropriate code to recognise credit transfer
Send a letter to the student advising the outcome of the application	Campus Manager	A copy goes in the student file

## 6.2 RPL

The following procedure applies to RPL applications. RPL fee may apply as per the college's Fee Schedule.

Steps	Responsibility	Comments
Provide RPL advice and a copy of the RPL Guide to the candidate.	RPL Officer	Provide information on the RPL process, required evidence, unit contents and RPL fee.
Complete the <i>RPL Application Form</i> and attach all the required evidence.	Student	A combination of formal and informal education and training, work experience and general life experiences can be used to determine prior learning.
Provide evidence of previous skills, knowledge and learning.	Student	Work experience certificates, awards, previous qualifications, citations, evidence of work/projects completed, testimonials, etc.
Pay the RPL fee and apply with the nominated RPL officer along with all the evidence	Student	<b>Fee: On a pro-rata basis based on the total course fee per unit</b>
Acknowledge receipt of the application in writing	RPL Officer	Letter to the student
Assess the claim and determine eligibility using the <i>RPL and Credit Transfer Evidence Form</i> .	RPL Officer	If required, the students may be asked to provide verbal or written evidence of competency or demonstrate the competency in the assessor's presence
Grant necessary credits if eligible	RPL Officer	Partial credits can be granted if the evidence only satisfies a part of the unit.
If not successful, document detailed reasons on the application form	RPL Officer	
Make copies of the evidence for the student file	RPL Officer	Original documents must be sighted
If successful, update student records on the student management system	Student Admin	Use appropriate code to recognise credit transfer
If unsuccessful, arrange for a refund of the RPL fee	Student Admin	The student should be advised of their right to appeal the decision
Send a letter to the student advising the outcome of the application	Campus Manager	A copy goes in the student file

### RPL and Credit Transfer Policy and Procedure |

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Bright Part Learning Centre Pty Ltd t/a Nova Vocational College  
Provider Code: [45866] | CRICOS – [04025C]



## 7. Responsibility

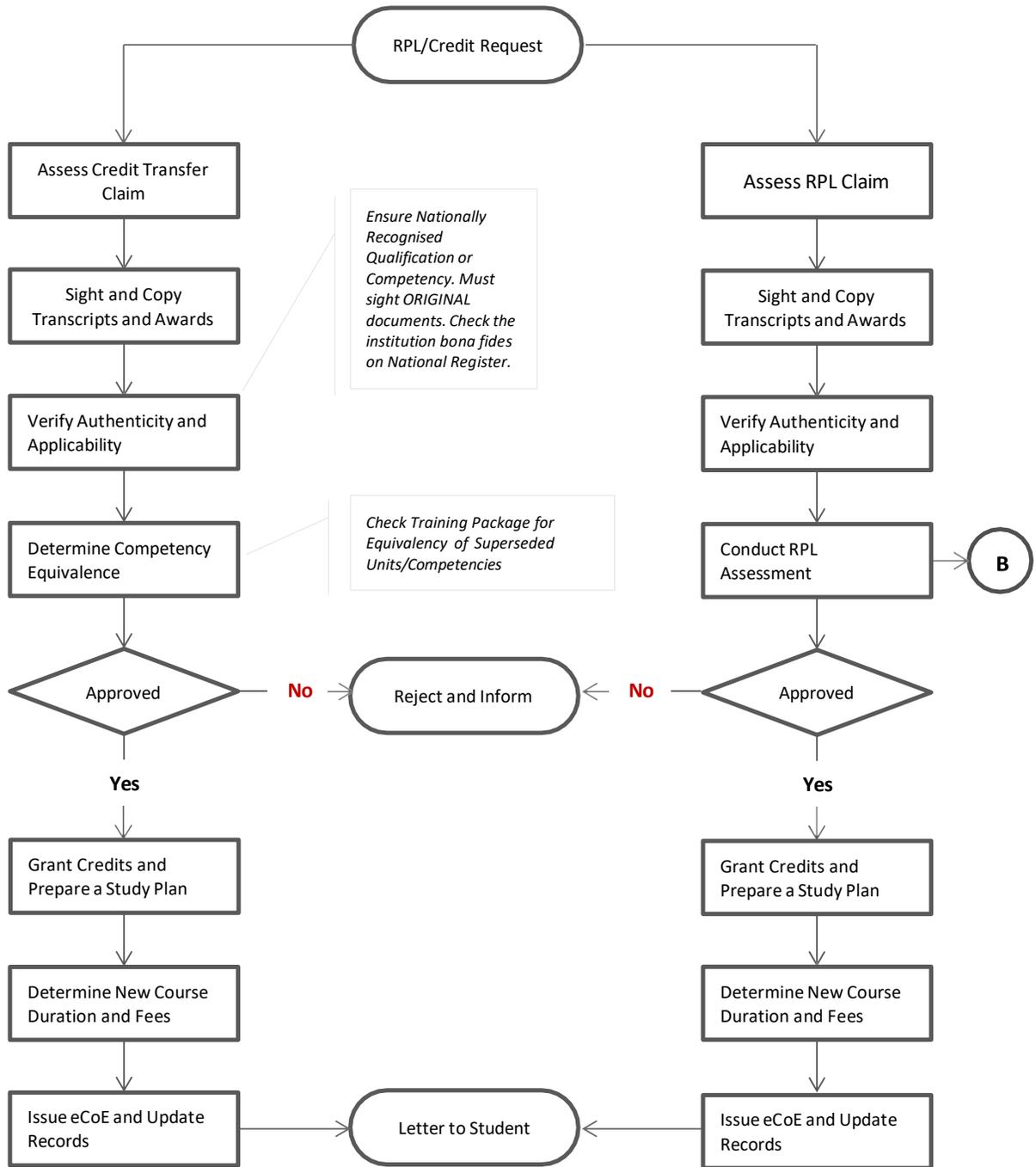
The Campus Manager is responsible for the effective implementation and management of this policy and for providing information on ways to resolve complaints of breaches of this policy and procedure.

The nominated RPL Officer is responsible for collecting, verifying, assessing, and filing evidence of competency and prior learning.

The CEO is responsible for implementing and reviewing this policy and procedure.

Any complaints or breaches about this policy should be reported to the Chief Executive Officer in person or by email to: [sahil@nvc.edu.au](mailto:sahil@nvc.edu.au)

## RPL and Credit Transfer Procedure



## RPL Assessment Procedure

