

Credit Transfer (CT) and Recognition of Prior Learning (RPL) POLICY and PROCEDURE

POLICY NAME	Credit Transfer (CT) and Recognition of Prior Learning (RPL) Policy and Procedure
POLICY PURPOSE	The purpose of this policy and procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies, using either the Credit Transfer or the Recognition of Prior Learning Process.
POLICY APPLIES TO	<input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> Staff and Students
POLICY STATUS	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
PREPARED BY	Integrity Manager
APPROVED BY	Senior Management Team
APPROVAL DATE	13 April 2023
EFFECTIVE DATE	13 April 2023
DATE OF NEXT POLICY REVIEW *	November 2024
RELATED STANDARDS, ACTS AND LEGISLATION, GUIDELINES AND LOCAL PROTOCOLS, STATE GOVERNMENT FUNDING CONTRACTS AND REGISTERING BODIES	SRTO 2015 2.2c – Clauses 1.3; 1.8; 1.12 and 3.5. NCVER RPL at a glance - National principles and operational guidelines for recognition of prior learning (RPL) by J Hargreaves ASQA FAQs on RPL

* Unless otherwise indicated, this policy will still apply beyond the review date

TABLE OF CONTENTS

Table of Contents	1
1. PURPOSE	1
2. SCOPE / APPLICATION	2
3. DEFINITIONS	2
4. POLICY	3
5. PROCEDURE(S).....	3
5.1 Application for RPL or CT Procedure	3
5.2 RPL Candidate Discussion Procedure	4
5.3 The RPL Assessment Procedure (Student journey)	5
6. OTHER RELEVANT POLICIES AND PROCEDURES	5
7. DOCUMENTS, FORMS OR CHECKLISTS ASSOCIATED TO THIS POLICY	5
8. VERSION HISTORY	6

1. PURPOSE

- (1) The purpose of this policy and procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies, using either the Credit Transfer or the Recognition of Prior Learning Process.

2. SCOPE / APPLICATION

- (1) A Student wanting to enrol in a course may be eligible to have their past studies and/or work experience considered as Recognition of Prior Learning (RPL) or Credit Transfer (CT) towards the achievement of Units of Competency in InterCare courses. This means the Student could be exempt from some of the Units of Competency listed in their course sequence guide which in turn will enable them to complete their qualification in a shorter period of time. Please note that Students must enrol with InterCare before they may apply for RPL or CT.

3. DEFINITIONS

- (1) **RPL - Recognition of Prior Learning:** is an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences in the workplace, in voluntary work or domestic activities, to determine the extent to which that individual has achieved the required knowledge, learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification. The evidence the Student provides for assessment consideration must be current (generally no older than 3 years) for the RPL process to be considered.
- (2) **CT - Credit Transfer:** refers to the transfer of credits from units of competencies achieved prior to enrolment into an InterCare Training course. The unit(s) must have been achieved in a formal and nationally recognised education and training system. CT is only provided to the same or equivalent units of competencies. When a Student receives a CT for a unit of competency, they are not required to be assessed against that unit again.
- (3) **UoC - Units of Competency:** this is a document that specifies the standard of performance (and knowledge) required in the workplace. A UoC is the smallest component of a Training Package that may be assessed and or recognised. It provides a description of the skills and knowledge required to perform effectively to a specific standard in a particular workplace role or function. Every UoC has a code and title, and it can be found on www.training.gov.au
- (4) **TP - Training Packages** specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in a selection of UoC. The TP rules will specify the combination of these UoC, and if all rules and assessment requirements are met, the Student will receive the associated qualification. Training packages all have codes and titles and can be found on www.training.gov.au – they are usually accompanied by an Implementation Guide, explaining how the package is structured, and what the industry expectations are. The TP consists of Units of Competency, assessment requirements, qualifications and where applicable, credit arrangements.
- (5) **RTO - Registered Training Organisation** – this is a training organisation that delivers nationally recognised training in the Vocational Education and Training (VET) sector. To deliver this training, they need to be approved by the regulator (ASQA – Australian Qualifications Skills Authority). InterCare Training is approved – RTO ID 21099.
- (6) **USI - Unique Student Identifier.** This is an individual education number for life that gives a Student an online record of their Vocational Education and Training (VET) undertaken in Australia. This is applicable to all courses offered by universities, TAFEs and RTOs that have a qualification or statement of attainment outcome.
- (7) **PTR - Pre-Training Review.** This is a process undertaken to determine the most suitable and appropriate course and training for an individual. This forms part of the enrolment process at InterCare Training.
- (8) **VT - VETtrak.** This is the InterCare Training **Student Management System (SMS)** that is AVETMISS approved, and used to record the Student's journey with InterCare Training. Communication and assessment records are recorded in the SMS, and assists InterCare Training in meeting regulatory and contractual requirements in terms of reporting and collecting accurate records for audit.

File Name:	POL005 CT and RPL Policy and Procedure		Version:	V2.0	
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Pathway:	InterCare\Compliance 2023\03 MASTER DOCUMENTS\01 Policies and Procedures		© InterCare Training	Page 2 of 6	

4. POLICY

- (1) 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 in education and training. At InterCare Training, RPL and Credit Transfers will be granted in accordance with the Standards for Registered Training Organisations (SRTOs 2015 v2.2c), with specific reference to clauses 1.3; 1.12 and 3.5.
- (2) InterCare Training accepts and provides credit to learners for Units of Competency and prior learning where it can be evidenced by AQF certification documentation issued by another RTO / AQF authorised issuing authority, or authenticated VET transcripts.
- (3) Students must be enrolled in a course with InterCare Training in order to apply for recognition of prior learning, through either RPL or Credit Transfer. Their evidence will be assessed in order to grant RPL and or CT. The submission of an application for RPL or CT does not guarantee that an exemption / credit will be granted.
- (4) RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.
- (5) RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.
- (6) Students' USI transcripts will be viewed and considered for CT. Where a Student does not have a USI Transcript (due to have completed the course or unit of competency prior to USI being implemented), the Student will need to:
 - (a) provide a certified copy of their transcript or bring in the original transcript or Testamur; **AND**
 - (b) provide InterCare Training with Consent to validate their transcript by phone or email with the issuing RTO – please refer to the **Section B2: Consent – Academic Qualification** in the RPL and or CT application form.
- (7) The Assessment of Prior Learning will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40116) or equivalent and meets the requirements (as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and Schedule 1).
- (8) Students seeking recognition of prior learning (RPL or CT) must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and/or other prior learning during the application stage for entry to a course.
- (9) If the granting of RPL or CT results in the shortening of the Student's course, the National Training Manager will note the change of course duration on VT and discuss this with the Integrity Manager for purposes of State Funding Reporting (where applicable).
- (10) No fees will be charged for Credit Transfer applications.
- (11) Fees for RPL will be charged per unit of competency, as reflected on the InterCare Training **Course Fees** page on our website www.InterCaretraining.edu.au . Where Students are eligible for Government funding, the RPL fee will be calculated in accordance with the current funding contract stipulations.

5. PROCEDURE(S)

5.1 Application for RPL or CT Procedure

- (1) In order to commence this process, the Student will need to follow the initial enrolment process with InterCare Training, this includes the Pre-Training Review (PTR) and LLN (Language Literacy and Numeracy) Assessment.
- (2) The Student has an opportunity to indicate their intention to apply for CT or RPL during the PTR process.

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Pathway:	InterCare\Compliance 2023\03 MASTER DOCUMENTS\01 Policies and Procedures		© InterCare Training	Page 3 of 6	

- (3) The **Application for Credit Transfer Form** or **Application for Recognition of Prior Learning Form** will be available via a link in the online Pre-Training Review at the time of enrolment for the Student to complete and upload. Alternatively, InterCare's Authorised Delegates – Enrolments, may send the Student the required form (**Application for CT** or **Application for RPL**), and ask the Student to complete the form in full and return it via email.
- (a) **For Credit Transfer Submitted at the Time of Enrolment** – the Application for Credit Transfer form, together with the related evidence submitted, will be assessed by the Authorised Delegate – Enrolments, who will then:
- Check the USI Transcript / Contact the issuing RTO.
 - Verify the qualification.
 - Upload the application, the submitted transcript and the verification onto VT
 - Inform the Student of the outcome and
 - Log the CT outcome on VT (SMS).
- (b) **For Credit Transfer Submitted at the Time of Training (After Enrolment)** – the Application for Credit Transfer form will be provided to the Student to complete by a member of the Training Team. Together with the related evidence submitted, this will be assessed by the Education Coordinator, who will then:
- Check the USI Transcript / Contact the issuing RTO.
 - Verify the qualification.
 - Forward the approval and all related evidence to the Enrolments Team, who will:
 - Upload the application, the submitted transcript and the verification onto VT
 - Inform the Student of the outcome and
 - Log the CT outcome on VT (SMS).
- (c) **For RPL** – the Enrolments team will send the **Application for Recognition of Prior Learning Form** to the Training Team for further action, and make a note on VT.
- (4) The Education Coordinator will call the Student for an RPL discussion (Please refer to the **RPL Candidate Discussion Process**). If the Student is found to be an RPL candidate:
- (a) The Education Coordinator will:
- Inform the Enrolments team via email of the outcome, together with the completed application form.
 - Identify an assessor to support the Student during the RPL process and send the required RPL Kit and assessor information to the Student via email.
- (b) The Enrolments Team will:
- Upload the RPL application and evidence in VT docs
 - Log the outcome of the application on VT
 - Continue with the enrolment process and progress the Student to the next step: Allocations (if applicable).
- (c) The Allocations Team will:
- Allocate the Student to an occurrence in VT and send through the relevant details.
 - Send the Training Plan to the Student and cc the Trainer in through VT and
 - Send the 1st day email to the Trainer.

5.2 RPL Candidate Discussion Procedure

- (1) The Education Coordinator will receive the Application for RPL form from the Training Team via email, with a request to assess the Student, and inform them of the outcome.
- (2) The Education Coordinator will call the Student, for a telephonic RPL Candidate Discussion to assess their suitability for RPL.

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Pathway:	InterCare\Compliance 2023\03 MASTER DOCUMENTS\01 Policies and Procedures		© InterCare Training	Page 4 of 6	

Credit Transfer (CT) and Recognition of Prior Learning (RPL) POLICY and PROCEDURE

- (3) The Education Coordinator will inform the Enrolments Team of the RPL application outcome and return the completed application via email.

If suitable	If not suitable
The Student may continue with the enrolment process as an RPL candidate for the full or partial qualification. The Education Coordinator will identify an assessor to support the Student during the RPL process and send the required RPL Kit and assessor information to the Student via email.	The Student will be given the opportunity to enrol in the full qualification. The Student may wish to continue with studies, in which case they will complete the enrolment process; OR they may choose not to pursue further study.

- (4) Once RPL or CT has been granted, the Administration Team will apply the relevant outcome identifier information into VT.
- (5) The enrolments team will complete the enrolment process with the Student accordingly.

5.3 The RPL Assessment Procedure (Student journey)

1	2	3	4	5	6	7
Application	Discussion	Evidence	Assessment	More evidence	Re-assessment	Outcome Notification
Application received by InterCare Training and lodged.	Discussion – student is called by training team to determine suitability	Collection and Submission of Evidence by student	Assessment of RPL documents submitted – Feedback provided to Student	Submission of additional evidence (if requested)	Assessment Of additional evidence	Notification of outcome sent to student.
~ 1 week	~ 1 week	~ 4 weeks	~ 3 weeks	~ 2 weeks	~ 2 weeks	~ 1 week

A Student may wish to appeal the outcome of the assessment, in which case, they need to refer to the Appeals Policy and Procedure.

6. OTHER RELEVANT POLICIES AND PROCEDURES

- Training and Assessment Policy and Procedure
- Enrolment Policy and Procedure
- Pre-Training Review Policy and Procedure
- Appeals Policy and Procedure

7. DOCUMENTS, FORMS OR CHECKLISTS ASSOCIATED TO THIS POLICY

- Enrolment Application Form
- Pre-Training Review Form

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Pathway:	InterCare\Compliance 2023\03 MASTER DOCUMENTS\01 Policies and Procedures		© InterCare Training	Page 5 of 6	

Credit Transfer (CT) and Recognition of Prior Learning (RPL) POLICY and PROCEDURE

- Application for RPL Form
- Application for Credit Transfer Form
- Consent Form – Academic Qualification
- RPL Toolkits (per qualification)

8. VERSION HISTORY

VERSION	DETAIL OF UPDATE	UPDATED BY	DATE
V2.0	Policy reviewed and updated	Integrity Manager	April 2023

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