
RTO National Recognition (NR), Recognition of Prior Learning (RPL) & Credit Transfer (CT) POLICY

AQTF REFERENCE

AQTF Standard 1: Element 1.5

Assessment, including Recognition of Prior Learning (RPL):

- a) Meets the requirements of the relevant Training Package or accredited course
- b) Is conducted in accordance with the principles of assessment and the rules of evidence, and
- c) Meets workplace and, where relevant, regulatory requirements
- d) Is systematically validated

Condition 7: The RTO must recognize the AQF qualifications and statements of attainment issued by any other RTO.

SCOPE

The RTO creates an environment where clients' prior learning and current skills are recognised. Any student wishing to apply for National Recognition (NR) Credit Transfer (CT) or Recognition of Prior Learning (RPL) shall have access to this procedure.

DEFINITIONS

National Recognition is the process used where an individual has a nationally recognised qualification that exactly matches the code currently used within the current course. In this case the individual is given an immediate competence for the UoC.

Credit Transfer is the process used if a student has any formal qualification which is similar, but not exactly matching the UoC code currently used within the current course. In this case mapping would have to be completed by the teacher for the student to gain competence in the UoC. A teacher may determine that the formal qualification does not map to the UoC and therefore CT is not applicable.

Recognition of Prior Learning (RPL) is the process used to assess an individuals' existing level of knowledge and skills against a UoC. This can include formal or informal training, life skills, etc..

Policy

Box Hill Senior Secondary College (BHSSC) ensures that an individual's prior learning and current skills are recognised. Students are informed about the availability of National Recognition (NR), Recognition of Prior Learning (RPL) and Credit Transfer (CT) prior to enrolment. Students will be made aware of the process including the application at Orientation and Enrolment.

RPL and CT Applications will only be considered if the college's RPL and CT Application Form is used and sufficient evidence is provided. RPL applications must be submitted to the teacher of the qualification in the first instance, Applications for RPL and CT will be responded to within 15 working days of receipt of the application. Once the evidence has been provided, the RTO will assess the application and the student will be notified within 15 working days.

Students may have access to reassessment on appeal.

The VET Coordinator will keep an RPL/CT Register which documents all CT applications and their outcomes. This policy will be reviewed annually as part of a continual improvement process.

A shortened version of this policy and procedures will be published in the Student Handbook, Student Assessment and Orientation Guide and the school website and intranet.

RESPONSIBILITIES

PRINCIPAL

The Principal is ultimately responsible for:

- ensuring the college as an RTO complies with the AQTF Essential Conditions and Standards for Continuing Registration;
- ratifying the college's RTO National Recognition, Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy;
- ratifying RPL and CT decisions.

VET Coordinator, Director of Curriculum and Principal

- Manage the BHSSC RPL, CT – AQTF Policy and Procedures (under delegation)
- Handles (after referral from the trainer and assessor in the first instance) all RPL and CT applications/appeals
- Participates in RPL resolution processes and moderates regarding RPL (as appropriate)
- Is responsible for the overall maintenance of the RPL/CT register, including ensuring decisions or actions are documented
- Refers clients not satisfied with the outcome of the RPL/CT procedure to the college's RTO Student Grievances Policy and Procedure (under delegation from the Principal)

TRAINERS/TEACHERS

- Operate in accordance with the Box Hill Senior Secondary College RPL, CT – AQTF Policy and procedures
- Review and determine (in the first instance) written RPL/CT applications
- Map and credit transfer request from other qualifications to the course code and make a decision

VET Coordinator

- Consult with the Assistant Principal Curriculum prior to advising students of the decision
- Refer any appeals against decisions not granted RPL/CT to the Assistant Principal Curriculum
- In conjunction with the Assistant Principal Curriculum maintain the RPL/CT register

RELATED DOCUMENTS

- BHSSC Duty Statements
- Student Grievances and Appeals Policy and Procedure
- RPL/CT Applications forms
- RPL and CT Register

PROCEDURES

National Recognition (NR)

1. A student applying for national recognition must supply a certified copy of their original certificate or statement of attainment to the VET Coordinator.
2. This certificate/statement will be verified by the VET Coordinator by contacting the RTO that issued the certificate before applying credit to the student's results.
3. The VET Coordinator will then notify the VASS Coordinator to apply the correct result of competency to the student's current enrolment.

Credit Transfer (CT)

1. A student applying for a credit transfer must submit an application, using the RPL/CT Application form, supply a certified copy of their original certificate/statement of attainment with any additional evidence necessary to support the application to the Trainer in the first instance.
2. The trainer will forward the application to the VET Coordinator for verification.

3. The VET Coordinator will then verify the certificate/SoA by calling the RTO that issued the certificate/SoA.
4. The student must authorise an application for credit transfer by signing the relevant form
5. The relevant trainer will then map the qualifications on the certified copy to the UoC codes of the course.

Recognition of Prior Learning (RPL)

- The College's RPL/CT Application Form must be used.
- All applications for RPL must be submitted to the trainer/teacher of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition to their teacher/trainer eg. Resume's, certificates, photos, and references from supervisors, performance reviews or job descriptions.
- The teacher/trainer shall notify the VET Coordinator of the application and submit documents that need to be verified.
- The VET Coordinator will record the application in the RPL/CT Register, then verify the certificate/SoA by calling the RTO that issued the certificate/SoA.
- The teacher/trainer responsible for the delivery of the qualification will review the evidence provided by the student and give a written and verbal response (within 10 days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.
- The Teacher will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL. Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The Teacher will make a decision to either grant or deny RPL and will update the student's assessment record, sign off the application form and forward the file (with all documentation and notes) to the VET Coordinator.
- The VET Coordinator will then notify the VASS Coordinator to apply the correct result of competency to the student's current enrolment.
- The teacher will make the student aware of any gaps in training as a result of the review of their application evidence.
- The teacher will also make the student aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

Appeal RPL/CT Decision

A student dissatisfied with the outcome of a CT/RPL application may initiate an appeal.

Box Hill Senior Secondary College Student Grievances and Appeals Policy and Procedures will be followed in this instance.

RPL/CT Application Form

Part 1: Applicant Details

Full Name:	
Address:	
Phone:	
Employer (if applicable)	
Address of Employer (if applicable)	
Date of Application:	
Declaration: I declare that the information / evidence that I submit for this RPL application is all my own work.	
Signature: Date:	

Part 2: Course Details

Qualification Code:	
Qualification Name:	
Trainer/Assessor:	
Units of Competency applying for RPL/CT	

Part 3: Evidence

Evidence for RPL/CT is information that provides proof of competency. The term 'evidence' applies to anything you produce to verify your skills, knowledge and experience and must be matched to the elements and performance criteria of a unit of competence. The purpose of evidence is to show your assessor that you already have the skills and knowledge to meet competency requirements and industry standards. Depending on the UoC, evidence could include:

<ul style="list-style-type: none"> • Resume, Curriculum Vitae • Job/Position Description • Certificates/Qualifications • Statements of Attainment • Units of competence • Memos you have drafted • Letters you have drafted • Pro-formas / forms you use • Fax messages • Procedures/Policy • Organisational Chart (with names) • Reports you have drafted • Schedules • Diary entries • Email correspondence • Copy of daily 'To do list' • References from supervisor/peers • Letters of support/appreciation • Completed job cards • Drawings/plans you have created • Spreadsheets, power points, word documents • Performance appraisals/review • Training Diary • References from previous employers • Workplace awards, prizes, certificates • Witness testimony or third party reports • Statements from supervisors/peers • Photographs or videos of your work • Brochures/Flyers you have produced • Promotional material 	<ul style="list-style-type: none"> • Outline of the organisation that you work for • Letter/s of validation • Samples of work • Review of logbooks • Team projects (outlining your roles) • Notations made on documents • Minutes of meetings (that involve you in an action with a result) and agendas • Bookkeeping/other financial records you maintain • Department documents • Standards used • Booking sheets • Workplace evidence • Confidential documents / privacy • Scripts • Records • Team meeting notes • Training needs analysis/goals/session plan • Evaluation forms • Forums/meetings/conferences/seminars you have helped organise • Assessment tools you may have used • workplace documents, for example policies and procedures that you work with • role-plays • Budgets/costing sheets • Witness testimonies • Kits/induction tools • Feedback sheets/ surveys • Checklists • Handouts/samples • Anything else related to the UOC
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Unit of Competency:	
Evidence supplied: (Please list the evidence that you have supplied that relates to this UOC and attach all evidence listed on this form)	

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