

## T Training and Assessment

### T10 RPL/Credit Transfer Policy

Standards Evidenced	1.8, 1.12, 3.5
Standards Referenced	

### General

**RPL** - Recognition of Prior Learning (RPL) involves the assessment of the previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process) in which the individual's non-formal learning is assessed. This assessment determines the extent to which the learner has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a program of study.

**CREDIT TRANSFER (CT)** – TSTCA 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:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) Authenticated VET transcripts

Recognition of qualifications issued by another RTO does not require TSTCA to recognise the qualifications/Statements of Attainment issued by another RTO for any purpose other than training with TSTCA. (In addition, TSTCA is not obliged to issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at one or more other RTOs.)

### RPL/Credit transfer Evidence

The applicant must supply evidence to substantiate the claim for RPL or Credit Transfer. In relation to evidence for prior studies from another RTO, the applicant must present the original certification document for sighting or provide a certified copy of the certificate/academic transcript with their enrolment. When sighting an original document, the TSTCA staff member will take a photocopy of the original and write on or stamp the document to indicate that the original was sighted and sign underneath this statement.

In addition, the final **RPL** evidence **must** include:

- Documented “Competency Conversation” with the learner and at least one previous employer against each unit requirement (Actual questions and responses must be recorded and retained)
- Documented learner self-appraisal (signed by the learner) of formal and informal knowledge and skills against tasks relevant to the units making up the qualification.
- Record of experience relevant to the intended qualification. Evidence will include but is not limited to a resume or consecutive list of recent employment (covering at least the previous two years) which includes dates in which employment occurred; a short description of work undertaken and contact details of employer or supervisor.

- Evidence of the TSTCA assessor having contacted the RPL candidate's previous employer/supervisor to confirm claims made by the candidate which includes a record of the main points of the conversation.
- Challenge test/s (including practical and knowledge tests) addressing the elements and performance criteria of the unit and the minimum skills required in the industry.

The TSTCA will retain evidence:

- that the assessor has verified the authenticity of the employment record (e.g. email or other documented evidence that the TSTCA staff member has contacted the previous employer/supervisor to confirm claims made by the learner which includes a record of the main points of the competency conversation with the employer.)
- Verified photographic evidence of a challenge test demonstrating the learner's performance within the workplace **prior to** commencement of the training.

All TSTCA learners will be offered the opportunity to access an RPL assessment pathway.

Assessment is to be conducted and competency awarded based on:

- Demonstrating the skills and knowledge to the level required by the unit of competency or VET accredited course;
- Using an approved RPL assessment tool for the training product; and
- Satisfying the requirements of the Rules of Evidence and Principles of Assessment.

Training must not be provided as part of the RPL assessment.

## RPL and Credit Transfer Process & Timeframe

RPL is available for apprenticeships and post trade courses. In the case of apprentices, TSTCA is governed by User Choice Pre-qualified Supplier policy. Due to these apprenticeship requirements, TSTCA aims to ensure that the RPL process is commenced within three (3) months of the Training Plan being signed. Any apprenticeship learner submitting an RPL application after this period or after the commencement of their apprenticeship training (whichever is the earlier) will be advised in writing by the college that they are not eligible for RPL and will need to complete the entire apprenticeship through training.

It is important that all learners (apprentices and post trade) express interest in the RPL process at the time of enrolment. TSTCA will then proceed as follows:

- Following this expression of interest in RPL being passed on to a TSTCA trainer/assessor, the learner will be contacted for a discussion to determine whether they are eligible for RPL in their field of choice.
- Once eligibility is confirmed, the RPL Application Kit (applicant enrolment documentation form, RPL & credit transfer application, RPL & credit transfer fact sheet, RPL & credit transfer process document) is emailed to the applicant.
- The completed RPL & credit transfer application is to be returned to TSTCA by the learner within 14 days.
- The learner file will not be created and passed onto the trainer/assessor for RPL & credit transfer assessment until such time as the completed enrolment documentation/RPL & credit transfer application is received and all applicable fees are paid.
- Within 6 – 8 weeks of the assessor receiving the application from TSTCA administration, the RPL and credit transfer process will be completed, exhausting all avenues of evidence gathering with the client.

- During this timeframe, the TSTCA assessor will provide guidance to the learner in order to step them through the evidence gathering process. As it sometimes happens that required evidence is missing from the first submission of paperwork by the learner, the TSTCA assessor will identify with the learner how they can a) find ways to locate the evidence or b) put an action plan in place for some gap training in the units where the learner has not been able to provide sufficient evidence. It is important that the learner acts quickly to obtain missing evidence so that the 6 – 8 week timeframe is met, otherwise the gap training option will be recommended for that unit. At this point, in cases where the applicant has failed to provide sufficient evidence within the specified timeframe, they will be notified in writing by the college that the RPL application has expired and they will be expected to complete the entire unit/s as part of their Training Plan.
- Following the completion of this process, the trainer/assessor will, within four weeks, complete the RPL Assessment Competency Report (RACR) and provide to TSTCA administration staff.
- Admin provides the applicant with the RACR, together with an outcome of RPL assessment email.

## Outcome of RPL/Credit Transfer

The outcome of an RPL/Credit Transfer application is either:

- The applicant is issued a qualification or Statement of Attainment for the units applied for; or
- A partial Statement of Attainment with the recommendation that further gap training be undertaken for units deemed NYC.

It is important to note that an RTO is unable to issue a partial qualification. Only a full qualification can be issued once competence has been achieved for all units within the qualification.

## Appeals

Appeals of decisions made under this procedure shall be in accordance with the [Complaints and Appeals Policy](#) and [Appeals Procedure](#).

## Supporting processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose
Completing enrolment form	Enrolment & expression of interest in RPL
Process Credit Transfer	Assessing applications for credit transfer and applying the transfer when appropriate
Process RPL /RCC	Detailed process procedure

## Supporting Forms and Documents

Document Identifier	Name
T9	National Recognition Policy
XXXX	RPL Application Kit
XXXX	RPL Enrolment and fees processing Procedure
T_PQ06	RPL Application and Enrolment Process Procedure

## Evidence

Source	Demonstrating
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Source	Demonstrating
Enrolment form	Initial request for CT/RPL/RCC
RPL Application and relevant evidence	RPL request and evidence to demonstrate soundness of determination
RPL Assessment Competency Report (RACR)	RPL request and evidence to demonstrate soundness of determination

--- End of Policy ---

## Version Control

Version #	Date	Changes
1.0	27/10/17	First release
2.0	16/4/18	Strict enforcement of 6-8 week timeline for provision of evidence. Additional information regarding competency conversation requirements and skills challenge