

Policy Name	Recognition of Prior Learning (RPL) and Credit Transfers Policy
Date	15 October 2019
Responsible dept.	Learning & Development
Current Version	V5

## PURPOSE

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The purpose of the Recognition of Prior Learning (RPL) and Credit Transfers Policy and Procedure for The College for Adult Learning (CAL); Registered Training Organisation (RTO) No. 22228 is to ensure that CAL accepts and provides credit and recognition to participants for units of competency. Credit transfer applies where units of competency are evidenced by other RTOs or by authenticated VET Transcript, issued by the registrar to meet the *Standards for Registered Training Organisations (RTOs) 2015* and training package requirements.

## SCOPE

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This policy is applicable to all CAL staff, students and other stakeholders.

CAL has established this policy to support the Australian Skills Quality Authority (ASQA) *Standards for Registered Training Organisations (RTOs) 2015*.

## POLICY STATEMENT

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CAL will accept and provide credit and recognition to participants for units of competency and/or modules where these are evidenced by other RTOs or authenticated VET Transcripts issued by the registrar for the training products that are on the CAL scope of registration only.

CAL will provide:

- Credit transfers, and
- Recognition of Prior Learning.

CAL will provide RPL or CT for any unit of competency within a training package, as per training.gov.au.

CAL will provide RPL information to RPL candidates via web page or on request.

CAL will offer RPL to all students who enrol in a CAL qualification.

This policy and procedure should be read in conjunction with:

- The CAL Student Handbook,
- Issuing AQF Qualifications Policy,
- Issuing the Individual Learning Plan (ILP).

## PROCEDURE

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### The stages of the RPL process are:

- If a student wants to apply for RPL with CAL, they can use the link that is sent to them in the 'How to get started with your course' email,
  - NB: If a student wants to discuss RPL in an initial welcome call with a Student Success Advisor or in a general coaching call with an industry coach, the advisor/coach will send (on the spot) to the student, the RPL Guide, the appropriate Self-Evaluation and RPL application link.
- This link takes them to the CAL RPL information page and application form,
- The candidate will complete the application form and submit it to CAL, along with their current CV and any previous qualifications attained,
- Once received by CAL, the student is provided with a self-evaluation toolkit and the CAL Guide to RPL,
- Student completes the self-evaluation and returns it to CAL via the RPL application link,
- CAL reviews self-evaluation, if:
  - Successful, student is provided Competency Template & Document Register as well as Workplace Testimonial Templates for the approved units,
  - Not successful, student is notified via email with rationale for decision and advised to commence course via full study or fast-track.
- The candidate then gathers their evidence and completes the Competency Template & Document Register in full (as well as the Workplace Testimonial if possible),
- The candidate then sends back to CAL:
  - The complete Competency Template & Document Register,
  - All associated evidence,
  - The Workplace Testimonial (completed by a manager or supervisor if possible).
- The assigned CAL assessor completes the RPL assessment within three weeks of receiving the portfolio,
- Once the written evidence has been assessed the student is advised to book in for a competency conversation with the assigned assessor,
- The results are sent to the student via the CAL CRM Salesforce,

- If the result is Competent, the qualification is awarded – as per the Issuing AQF Qualifications Policy,
- If the result is Pending – more evidence will be required from the candidate,
- The RPL assessor may contact the candidate regarding the application to clarify any details provided within the portfolio, if necessary,
- All results for RPL assessments will be recorded in the Assessor Record and saved in the student file,
- If the candidate is not able to successfully complete an RPL submission after three attempts, a re-enrolment fee will be required – as per the CAL Student Handbook. At this stage, the student may be required to enrol in formal study.

#### When RPL is submitted:

- The submission is saved into CAL's CRM Salesforce and tagged as '(unit of competency) RPL' or "(qualification name) RPL",
- The submission is allocated to the Primary Assessor for the course,
- The assessor will check for pre-approval (the link to the students original RPL application is available within their student profile),
  - If the student has not received pre-approval, they must apply for the RPL before the assessment submission can be assessed. The RPL Coordinator will 'deny' the submission, sending it back to the student.
- An assessor record is assigned to the submission with a due date of 15 working days.

## Credit Transfer Application

Units of competency completed at a Registered Training Organisation (RTO) can be used as credit towards a nationally recognised course or statement of attainment with CAL (referred to as 'Credit Transfer'). Only units of competency that are aligned with the packaging rules of a CAL qualification will be granted Credit Transfer.

Superseded units will be granted a credit transfer if the updated unit is 'equivalent' on training.gov.au.

## Submitting a Credit Transfer Application

Students are required to provide the following:

- Evidence of completion of units of competency by submitting a certified copy of certificates and transcripts from previously attained qualifications/courses or units of competency to CAL or access to the student's USI platform,
- If the application is successful, the awarded credits will be applied to the student's qualification in CAL's AVETMISS 8 compliant student management system (SMS),
- The credit transfers will also be listed on the student's amended Individual Learning Plan (ILP) and on the assessment record,
- The credit transfers awarded will be listed as 'CT' on the student's testamur and record of results on completion of their training with CAL.

## To Apply for a Credit Transfer

- The student will use the link provided in the 'welcome to CAL' email sent at the commencement of their studies,
- The form to be completed with as many details as possible,
- Certified copies of SOA's are attached (or the permissions to access the students USI file online),
- Once received by CAL, student administration will approve the credits (as per the training package requirements),
- Student administration will send a confirmation email to the student of having received the application,
- Once approved, credit transfers will be added to the students Individual Learning Plan and the plan re-issued to the student

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	10 January 2013	Helen Sabell	January 2015
2	3 March 2015	Helen Sabell	March 2017
3	10 January 2018	Sarah Sabell	January 2019
4	15 April 2019	Sarah Sabell	April 2020
5	14 November 2019	Sarah Sabell	November 2020
Compliance References			
<b>Statutory</b>	The <i>Standards for Registered Training Organisations (RTOs) 2015</i> Clauses: 1.8, 1.12, 3.5		
<b>Industry</b>	Vocational Education and Training (VET)		
<b>Document Located</b>	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS		