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PURPOSE

This policy is to outline KAL Training's (KAL) approach to ensuring students are provided with credit for units of competency and/or modules where they are appropriately evidenced and that RPL is offered and supported for students.

SCOPE

This policy applies to all enrolments.

POLICY STATEMENT

KAL Training is committed to ensuring that all students will be offered the opportunity to apply for credit for previously completed studies and previous learning and experience and that this process is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product. Credit Transfer and RPL availability will be provided prior to enrolment. Credit transfer evaluation will be supported by verified documentation and RPL assessment will be individual and competency-based undertaken by qualified assessors including to identify training required to fill gaps in a person's knowledge and skills to meet the requirements specified in a training package.

REGULATION**Outcome Standards –Standards for RTOs 2025**

Standard 1.6: VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product.

Performance Indicators

An NVR registered training organisation demonstrates:

- (a) VET students are offered opportunities to seek recognition of prior learning and are made aware of the organisation's policies for seeking recognition of prior learning.
- (b) decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the organisation's assessment system; and
- (c) decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

Standard 1.7: VET students who have completed an equivalent training product are supported to obtain a credit transfer.

Performance Indicators

An NVR registered training organisation demonstrates:

- (a) VET students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for seeking credit transfer.
- (b) decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product); and
- (c) decisions relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

DEFINITIONS

AQF means Australian Qualifications Framework which can be accessed at <http://www.aqf.edu.au/>

Certification document means a Testamur, Statement of Attainment or Record of Results

Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program

Credit Transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment

Registrar means the Student Identifiers Registrar

RPL is Recognition of Prior Learning and means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

Standards for RTOs means the standards made under subsection 185(1) of the National Vocational Education and Training Regulator Act 2011.

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

Unit of Competency means the specification of the standards of performance required in the workplace as defined in a training product.

PROCEDURES**Applications for Credit Transfer**

- All students will be offered the opportunity to apply for credit for previously completed studies. Students can apply for Credit Transfer by completing a Credit Transfer Application Form and providing relevant supporting documents, including certified copies of transcripts. This may include VET transcripts or extracts issued by the Student Identifiers Registrar.
- All evidence provided as part of an application for Credit will be authenticated by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.
- Applications that do not include certified documents should be returned to the student, unless originals of the copies are certified by an RTO staff member.
- KAL will not require any student to repeat any unit or module which they have already been assessed as Competent in unless there is a license condition or regulatory requirement applicable.

Assessing Credit Transfer

- Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuing organisation, KAL will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment.
- Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit or module is not listed in the student's course of enrolment with KAL, an analysis as to the equivalence of the study completed with the units in the student's enrolment with KAL will be undertaken.
- Transcripts will be reviewed for their authenticity considering the following:
 - Does the transcript include the expected information on an AQF Certification document such as name of institution, code, full name of student, name and codes of units completed?
 - Has the copy been certified?
- If the units/modules previously studied are not relevant to the student's current enrolment, the Credit Application does not need to be progressed further, and the student can be advised that they were not granted any Credits.
- Where units are relevant, KAL Administration will contact the issuing institutions to confirm the authenticity of the transcripts.
- Where there is a direct unit match by code and title, a Credit can be issued.
- Where a superseded unit is deemed equivalent by the Training Package, a Credit can also be granted.

Determining and Advising Credit Outcome

- Once credits have been determined, the student is notified of the outcome of their Credit Application in writing.
- Where Credits have been granted, reducing the amount of training and assessment needing to be provided, course costs are reviewed. Where reduction of fees is applicable the student is advised in writing and payment records adjusted.
- The result of Credit Transfer will be recorded for any relevant units on the student management system.
- Students may appeal decisions made about their Credit application by submitting the Complaints and Appeal form (See Feedback, Complaints and Appeals Policy and Procedure)

Recognition of Prior Learning (RPL)

- Recognition of Prior Learning is available in all Courses and students are offered the opportunity to participate in RPL prior to and again at enrolment.
- A streamlined RPL process has been developed which requires the student to make a self-assessment of their skills, participate in an interview with an assessor, provide documentary evidence and demonstrate practical skills where relevant
- Prior Learning may include the following:
 - formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
 - non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business), and
 - informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

RPL Application and Self-assessment

- Students must submit the RPL Application Form at initial enquiry. The form is partially completed to identify the units of competency that the student is requesting RPL assessment for.
- The student is contacted by KAL Administration to discuss the process and cost of the RPL Assessment process.
- If students still wishes to proceed with the RPL Assessment , KAL Administration will confirm the discussion in writing (email) that contains
 - the applicable cost to the student
 - their RPL Application Form (partially completed) and
 - RPL Candidate Kit that includes each of the units requested for RPL assessment

Candidate completes self-assessment

- The candidate completes an initial self-assessment against the units/qualification they are seeking RPL for using the instructions included in the tool. This self-assessment process will help them decide whether RPL is a suitable pathway.
- KAL will ensure the RPL candidate has the contact details of a trainer/assessor to consult in relation to their Self-assessment if needed.
- The RPL candidate should then return the completed self-assessment along with the RPL Application Form , a copy of their CV and any certified copies of relevant qualifications back to KAL Administration.

Assessor Evaluation

- An appropriately qualified Assessor will be allocated to review the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process and these discussions recorded in the RPL Assessor Record (under Self-Assessment Review and Discussion). This will include contacting the candidate to discuss the following:
 - Their work experience and anything of interest in their CV (for example, has the candidate worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc.).
 - The items they ticked/did not tick in their self-assessments.
 - The items listed in their evidence brainstorm (for example, will these add value to their application, or will you see evidence of their work when they complete the assigned tasks?).
 - The third party person – who is it, how long have they known the candidate in a professional capacity, etc.
- Candidates suitability for RPL is decided and:
 - If eligible indicate those units which the candidate can proceed with RPL for in the RPL Assessor Record (Assessment Outcome Summary)
 - If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate, provide the candidate with information about formal training opportunities for this qualification. The candidate can then make a decision as to whether they would like to enrol in the course.
- Application fee and enrolment processed
- If eligible the candidate is provided with:
 - Written agreement
 - Invoice for RPL assessment including adjusted payment plan
 - RPL Evidence Tool
- Once the written agreement and application fee is received, the enrolment is processed in accordance with the Enrolments procedure from the Student Administration Policy and Procedures.
- Initial support call
- The candidate is contacted to discuss:
 - through the RPL Evidence Tool
- Arrangements for workplace observations (where applicable) including:
 - Consulting with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately
 - Ensuring that the workplace has access to required equipment and resources
- Gather Evidence of RPL
 - The candidate completes and submits the RPL Evidence Tool and RPL Third Party Report if relevant (is able to seek support and guidance from Assessor as required).
 - Gather other evidence as required which may require:
 - visiting the candidate's workplace to observe completion of practical tasks (where applicable)
 - completing verbal questioning (either over the phone, or other video conference tool, or in person).

- Conduct assessment of each unit of competency
- Review the information supplied by the student each unit of competency using the submitted RPL Evidence Tool and ensure the RPL Third Party Report and record outcomes in the RPL Assessor Record.
- Where necessary:
 - Contact the contact the third party person to discuss anything that requires further clarification.
 - Contact the candidate's professional referees to discuss the candidate's workplace competency (where required).
- Ensure outcomes are summarised the Assessment Outcome Summary in the RPL Assessor Record.
- Make gap training arrangements if required.
- On completion of assessment, the following items must be returned to the candidate's file for archiving:
 - RPL Assessor Record
 - RPL Self-assessment
 - RPL Evidence Tool and all evidence submitted
 - RPL Third Party Report.
- Issue the candidate with a qualification or statement of attainment where competencies have been achieved.

Related Documents

- Credit Transfer Application Process
- RPL Application and Assessment Process
- Credit Transfer Application Form
- RPL Application Form
- RPL Candidate Kit TEMPLATE
- RPL Assessor Record TEMPLATE
- Student Handbook
- Feedback, Complaints and Appeals Policy and Procedure
- Complaints and Appeals Form