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POLICY AND PROCEDURE

11.2: CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING (RPL).

POLICY

Cobram Community House recognises and supports the processes of Credit Transfer and Recognition of Prior Learning (RPL). RPL should be regarded as part of the learning and assessment cycle. All students approaching training should have a genuine opportunity to have skills recognised beforehand so that the entire learning and career journey can be better informed by their current skill status and goals.

a. Supporting Documentation/Forms/Links

- Student Handbook
- Trainer Handbook

b. Definitions

Access and Equity: Responding to the diverse needs of individual students, including people who face barriers due to age, gender, cultural difference, disability, language, literacy and numeracy, unemployment, imprisonment or isolation and any other clients who are experiencing barriers in relation to access, participation and outcomes.

AQF: Australian Qualifications Framework - which is the national policy for regulated qualifications in Australian education and training.

ASQA: Australian Skills Quality Authority

Credit Transfer (CT): This is a process where people who have previously successfully completed the same or equivalent unit of competency or module at another Educational Institution, can apply for a credit transfer towards the Cobram Community House course for which they are about to enrol, or are currently enrolled in.

MANAGER: Manager

National Recognition: Acceptance of valid qualifications issued by other RTOs in a state or territory of Australia.

Recognition of Prior Learning (RPL): This is a process through which people can gain credit in recognised courses based on the recognition of skills and knowledge acquired through formal education courses, on the job training and work or life experience and demonstrated through the provision of appropriate evidence.

RTO: Registered Training Organisation

Student: An individual who enters into an agreement with Cobram Community House and notionally pays or has funds allocated for the work Cobram Community House performs, to derive benefit from our training program.

Trainer: An individual employed by Cobram Community House to train and impart skills and knowledge to students. It can also be used to indicate a Trainer and Assessor, or Assessor.

c. Scope

This policy applies to all casual, permanent and contract staff, volunteers, clients and students of Cobram Community House. It applies to all applications for assessment of RPL and Credit Transfer.

d. Purpose

The purpose of this document is to describe the responsibilities and processes for credit transfer and RPL (Recognition of Prior Learning).

PROCEDURES

a. Responsibilities

The **Student Records and Documentation Officer** is responsible for overseeing the credit transfer and RPL process.

b. Process

I. Credit Transfer

- Cobram Community House will recognise any compliant Statement of Attainment issued by a bona-fide RTO in relation to direct credit transfers into the exact same course or courses that contain the exact same units of competency.
- In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.
- Cobram Community House is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.
- An application for Credit Transfer of an existing qualification is checked by the Students Records and Documentation Officer to ensure that:
 - a. The qualification has been issued by a bona-fide RTO (where possible);
 - b. The applicant has been enrolled in that RTO; and
 - c. The applicant did achieve competency in the course or unit concerned

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- The student's study plan and course costing may be adjusted to reflect the units / modules granted.
 - The credit transfer details will be documented in the student's records. A minimal administration fee may be applicable.
 - The student will be advised of the credit transfer outcome by the Manager or Student Records and Documents Officer. This information and the associated processes must be retained on the student's file.

II. RPL

- RPL is a process of collecting evidence and making judgments on whether competence has been achieved. Competence can be exhibited in different ways due to the diversity of experiences and learning opportunities that candidates bring to the recognition process.
- Students who indicate they are seeking RPL will be given an RPL information kit in consultation with the Student Records and Documentation Officer who will explain the process and fees associated with RPL.
- Students must give notice that they are seeking RPL at the time of enrolment. An RPL application form must be completed by the student and lodged with CCH prior to the course commencement.
- Application fees must be paid up front before the RPL process can commence.
- Processing of applications must be completed prior to course commencement.
- An application for RPL must be accompanied by supporting documents as outlined in the RPL kit.
- Processing of RPL applications will vary according to the unit and nature of the evidence provided.
- Processing may involve assessment by interview, examination of documentary evidence, written examination or demonstration. Evidence may be sought from sources such as previous employers where appropriate.
- Assessment of all evidence will comply with the assessment requirements of the relevant training package or VET accredited course and be conducted in accordance with both the:

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- Principles of Assessment;
 - Validity,
 - Reliability,
 - Fairness,
 - Flexibility
 - and the Rules of Evidence:
 - Validity,
 - Sufficient,
 - Authenticity,
 - Currency.
 - Students may be asked to provide further evidence if gaps are identified.
 - Students will be advised of the decision to grant or not to grant RPL. The assessment record must be signed, dated and stored according to requirements of our registering training body ASQA.
 - As RPL is a form of assessment, the policies and procedures relating to awarding Certificates and Statements apply. This includes ensuring that the student has fulfilled all financial obligations with CCH before they are eligible to receive their certificate or Statement of Attainment. For more information please see [11.10: Certificates and Statements of Attainment](#).
 - Students have the right of appeal if they are dissatisfied with the assessment outcome for RPL. This appeal process must follow the procedure that is in place for all assessment matters. Please see [11.6: Student Grievances and Appeals](#).

Modification History

All Documents at CCH are version controlled as per policy [8.2: Document Control](#)

<i>Current Version Date</i>	<i>Policy Name</i>	<i>Comments</i>
12/06/2019	11.2 Credit Transfer and RPL	Minor changes.
<i>Previous Version Dates</i>	<i>Policy Name</i>	<i>Comments</i>
25/02/2015	Credit Transfer and RPL	Changes to RPL and credit transfer process. Changes from VRQA to ASQA. Changes to new standards for continuing registration.
19/02/2014	Credit Transfer, RPL and RCC	
12/09/2010	Cobram 2.2: Students	
May 2006	CCHPP 1.1a Systems to plan for and provide quality Training and Assessment	

End of 11.2: Credit Transfer and RPL

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