

RPL and Credit Transfer Policy

Policy Number:	CIPO
Name of Policy:	RPL and Credit Transfer Policy v17.0
Applicability:	All Staff and Students
Policy Owner:	CEO
Contact Person:	Student Support Officer
Original Issue date:	11 November 2012
Current Version approval:	March 2017
Next review:	July 2018
Related policies and documents:	
RTO:	91781
CRICOS Provider Number:	03256G

1. PURPOSE

1.1 This policy provides applicants with the opportunity to understand the RPL process and Credit Transfer process. The CEO is responsible for the implementation of this policy/procedure and to ensure that staff members are aware of its application and that staff implements the requirements.

2. POLICY

2.1 NORTHWEST has Recognition of Prior Learning (RPL) and Credit Transfer procedures in place to ensure fair, valid, reliable and consistent assessment of student requests. Applicants, who consider that they have gained the required skills/competencies through formal or informal training and/or experience, stipulated for the Units of Competence for a particular course, they can apply for Recognition for Prior Learning (RPL) or Recognition of Current Competencies (RCC).

2.2 NORTHWEST recognizes the qualifications under the Australian Quality Framework (AQF) and Statements of Attainment issued by another Registered Training Organisation (RTO) under the process of Mutual Recognition. If the units specified in Certificates or Statements issued by an RTO are valid for the requested units of competency the process of Credit Transfer will be utilised.

2.3 NORTHWEST's RPL process ensures that the provided evidence adheres to the Principles of Evidence.

Evidence provided must be:

- Sufficient
- Current
- Valid
- Authentic.

3. DEFINITIONS

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3.1 Recognition of Prior Learning: This generally refers to previous formal training that may have been undertaken. Applicants will be required to provide evidence how their previous studies relate to the training program where the credit is being applied for. For example, if you have previously done a Certificate IV in Hospitality, then you may use that for RPL on the equivalent Units of Competency or the whole course.

3.2 Recognition of Current Competency: This generally refers to assessment of current skills either on or off the job. This pathway is suitable for candidates who have no formal training or previous courses but do have extensive workplace skills and experience.

3.3 Credit Transfer: This generally refers to formal education obtained through another RTO. Statement/s of Attainment will be required as part of proving for the particular Units of Competency.

3.4 Verified – It is the student’s responsibility to ensure that the evidence provided is certified by a suitable person to be a true copy of the original transcripts.

3.5 UOC: Unit of competency

4. GATHERING EVIDENCE

4.1 A candidate must provide appropriate evidence to demonstrate that they are currently competent against the performance criteria and critical aspects of evidence. The more recent evidence is the more value it has as an indication of current competence. Evidence must be provided in the English language and must be signed and dated by a third party who can authenticate the original documents.

4.2 Evidence could consist of:

- Qualifications or formal statements of results;
- Documents which candidate has produced as a result of your work activities;
- Reports which candidate has prepared or to which candidate has had substantial input;
- Minutes of meetings (which contain information on candidate’s participation and performance in specific activities);
- Performance appraisal reports;
- Letters of appreciation from clients/consumers;
- References from current or previous employers;
- Workplace awards;
- Position descriptions;
- Reflective statements which candidate has prepared to describe their work activities, practices and processes which they followed, and situations which they have encountered.

4.3 Gathered evidence will be checked by an assessor to ensure that it:

- Meets the performance requirements and critical aspects of evidence of the unit of competency (UOC)
- Is sufficient to show that you have the knowledge and skills required
- Is current

- Is authentic (that you have prepared the documentation which you are submitting as evidence).

4.4 The assessor may contact the candidate if further evidence is required to support the application. If a candidate has completed previous studies and obtained an equivalent to any of the required UOC, they will need to supply certified copies of their results.

5. GUIDELINES FOR RPL PROCESS

5.1 Pre-Enrolment

Candidate can access pre-enrolment (general) information about a course inclusive Units of Competency (UOC), fees, length of a course and pre-requisites on the webpages. If a candidate requests further information about RPL process, NORTHWEST will provide a copy of this policy, RPL required forms and information from any policy relating to fees as fees will apply for RPL and some of the services.

5.2 Enrolment

The applicant will send completed application, supportive materials and payment of application fee; and confirmation for every UOC the candidate is seeking recognition for. The Training Officer or nominated trainer will contact the Candidate and provide support for further evidence gathering. The Assessor will organise appointment/s or telephone/video- conference with the Candidate.

5.3 Assessment Of Evidence

5.3.1 The RPL process involves providing valid evidence that demonstrates conclusively that the applicant does possess the necessary skills and knowledge to be deemed competent against all mandatory requirements of a Unit of Competency (UOC). Evidence is information gathered and matched against all requirements of the Unit of Competency which provides proof of competency. Evidence can take many forms and be gathered from a number of sources. Once the applicant has provided the evidence, the assessor will assess the application. See 4.2 which provides examples of evidence.

5.3.2 As with any other assessment of competency, RPL must meet all requirements of the Training Package and the SNR. It must be conducted in accordance with the Principles of Assessment: (valid, reliable, flexible, and fair) and meet the Rules of Evidence (valid, sufficient, current and authentic) and meet other workplace and / or regulatory requirements.

5.3.3 The Assessor maps the evidence provided to the appropriate UOC. The Assessor determines whether or not the applicant demonstrated competence in all aspects of each UOC.

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Assessor makes appropriate notes of evidence and discusses the evidence with the Candidate. If further evidence or practical assessment is required (gaps are identified) arrangements are made with the applicant. Assessor identifies further evidence, identifies training requirements and develops a training plan if required.

5.3.4 Candidate meets with the Assessors and discusses the evidence, provides further evidence, and demonstrates skills and knowledge if required.

5.4 Finalising the Assessment

The Record of Evidence is a legal document and must be signed, dated and stored according to the requirements the SNR and NORTWEST's policies and procedures. Each unit of the RPL application must be signed by the applicant and the Assessor as evidence of their participation on the assessment. The Assessor is required to keep a copy of any actual evidence provided by the applicant and the evidence must be stored on the applicant's file.

5.5 Outcome

The Candidate is either granted the RPL for full qualification or is issued by a Statement of Attainment for any particular UOC achieved. Candidate is also offered to enroll in any course provided by NORTWEST to obtain a formal qualification if they are not granted the whole qualification through the RPL process.

5.6 Further Support & Follow Up

The Candidate is asked to fill out a feedback and evaluation form as a part of our commitment to continuous improvement and a component of our RTO quality management system.

6. RPL FEES

6.1 NORTWEST will advise the applicant about charges for the RPL application process. Applicants should view the current Fees and refunds policy. There may be extra charges for additional specific requirements to assess an application.

7. CONDITIONS:

- RPL will be only granted for an entire UOC and only where sufficient evidence is provided
- A candidate has a right to appeal against NORTWEST's decision, see Complaints and Appeals Policy.
- Any RPL given to overseas students will result in reduction of duration of a course which will be reported to DIAC via PRISMS. Where RPL is granted to an overseas student, the course will be reviewed so the student has a full-time load.

8. GUIDELINES FOR CREDIT TRANSFER

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- 8.1** Students must sign or accept a record of course credit granted.
- 8.2** If course credit is granted before the student visa grant, the net remaining course duration must be recorded on the COE for overseas students.
- 8.3** If the course credit is granted after the student visa grant, the change in course duration must be reported via PRISMS within 14 days of occurrence for overseas students.
- 8.4** Exemptions will only be granted where it can be shown that the student has successfully completed other studies that are of similar duration, studied at equivalent or higher level and are of sufficiently similar content.
- 8.5** By applying for recognition of prior learning and/or Credit Transfer, by default this will result in students being exempt from completing that subject and receiving course credit.

9. PROCESS

- 9.1** All prospective, enrolling and current students will be informed through pre-enrolment advice either in print or electronic form (such as through the handbook, website, brochures, course information) of their rights to Course Credit.
- 9.2** Applicants for Course Credit will attach a copy of a verified Award or Statement of Attainment in writing or on the request form and submit the application to NORTWEST.
- 9.3** Original or certified copies of all academic transcripts and detailed syllabus of studies undertaken must be attached to the application by the applicant and made available for verification.
- 9.4** NORTWEST will check the Award or Statement of Attainment and grant course credit for identical units that have been identified as being completed at another organisation.
- 9.5** NORTWEST may conduct an assessment of the skills and knowledge will be challenged by way of interview and or inspection of evidence and or challenge tests to assess knowledge of subjects for which course credit has been requested.
- 9.6** The completed Course Credit Application form is signed by the student, assessor and the Training Officer where required.
- 9.7** The student is provided with a copy documentation and signs the agreement with the exemptions granted, and documentation is stored in the student file.
- 9.8** For overseas students NORTWEST indicates on the electronic Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of a visa and a new Confirmation of Enrolment will be generated as necessary.

10. RELATED DOCUMENTS

- NORTWEST's Brochure
- Student Handbook
- Orientation Guide
- RPL/Course Credit Application Form

11. REFERENCE

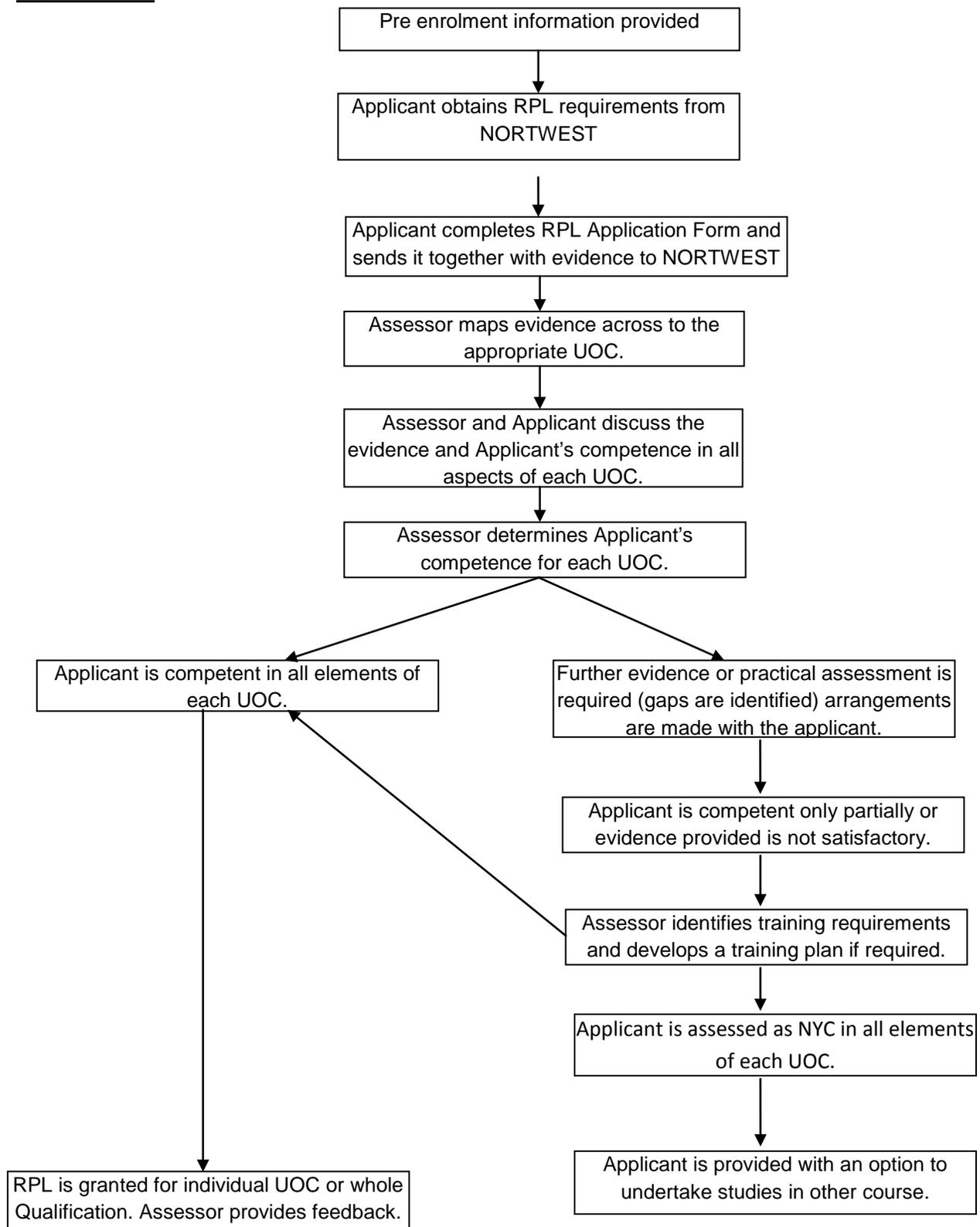
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- Education Services for Overseas Student (ESOS) Act
- National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students (National Code)
- SNR Standards for RTOs 2015

12. REVISION HISTORY

Version	Date	Description of modifications
1	December 2009	Original
1.2	April 2010	Revision review and update
2	March 2012	Revised
3	May 2012	Updated
V15	Sept 2015	Review
17.0	March 2017	Update company name, logo and footer

RPL Flow chart



<i>Validity:</i>	The evidence collected must cover all elements and performance criteria, dimensions of competency, the range statement, all the critical evidence and essential skills and knowledge listed in the evidence guide.
<i>Sufficiency:</i>	A candidate must provide enough evidence to ensure that you can make a judgment across all components of the competency standard. Use a combination of different assessment methods. Does the evidence show competency over time? Can the applicant apply the competency in different contexts?
<i>Currency:</i>	Assessor should ensure that the applicant is up-to-date in knowledge and skills.
<i>Authenticity:</i>	Assessor must be certain that the evidence gathered is the applicant's own work.

AQF LEVEL	DISTINGUISHING FEATURES OF QUALIFICATION LEVELS
	These features provide a guide as to what is the expected level of competence required at each AQF level.
AQF 1 Certificate 1	<ul style="list-style-type: none"> ▪ Demonstrate knowledge by recall in a narrow range of areas ▪ Demonstrate basic practical skills ▪ Perform a sequence of routine tasks given clear directions ▪ Receive and pass on messages/information
AQF 2 Certificate 2	<ul style="list-style-type: none"> ▪ Demonstrate basic operational knowledge in a moderate range of areas ▪ Apply a defined range of skills ▪ Apply known solutions to a limited range of predictable problems ▪ Perform a range of tasks where choice between a limited range of options is required ▪ Assess and record information from varied sources ▪ Take limited responsibility for own outputs in work and learning
AQF 3 Certificate 3	<ul style="list-style-type: none"> ▪ Demonstrate some relevant theoretical knowledge ▪ Apply a range of well developed skills ▪ Apply known solutions to a variety of predictable problems ▪ Perform processes that require a range of well-developed skills where some discretion and judgment is required ▪ Interpret available information using discretion and judgment ▪ Take responsibility for own outputs in work and learning ▪ Take limited responsibility for the output of others.
AQF 4 Certificate 4	<ul style="list-style-type: none"> ▪ Demonstrate understanding of a broad knowledge base incorporating some theoretical concepts ▪ Apply solutions to a defined range of unpredictable problems. ▪ Identify and apply skill and knowledge areas to a wide variety of contexts with depth in some areas. ▪ Identify, analyse and evaluate information from a variety of sources. ▪ Take responsibility for own outputs in relation to specified quality standards ▪ Take limited responsibility for the quantity and quality of the output of others

<p>AQF5 Diploma</p>	<ul style="list-style-type: none"> ▪ Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas ▪ Analyse and plan approaches to technical problems or management requirements ▪ Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations ▪ Evaluate information using it to forecast for planning or research purposes ▪ Take responsibility for own outputs in relation to broad quantity and quality parameters ▪ Take limited responsibility for the achievement of group outcomes
<p>AQF6 Advanced Diploma</p>	<ul style="list-style-type: none"> ▪ Demonstrate understanding of specialised knowledge with depth in some areas ▪ Analyse, diagnose, design and execute judgments across a broad range of technical or management problems ▪ Demonstrate a command of wide ranging, highly specialised technical, creative or conceptual skills ▪ Generate ideas through the analysis of information and concepts at an abstract level ▪ Demonstrate accountability for personal outputs within broad parameters ▪ Demonstrate accountability for group outcomes with broad parameters