



South Sydney College

RPL CREDIT TRANSFER COURSE CREDIT

Reference:

Standard 1 Clause 1.12 Recognition of Prior Learning

Standard 3 Clause 3.5 Credit Transfer

NC Standard 12 Course Credit

VERSION HISTORY

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v1.0	July 2016	New standards for RTO's 2015		

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RECOGNITION (RPL)

PURPOSE

South Sydney College undertakes to make a Recognition process available to all participants. This policy and the recognition application processes will be communicated on the website, in the International Student Handbook and RPL guides and understood by administration and trainers and assessors.

Definition:

Recognition of Prior Learning and Recognition of Current Competency means we offer participants the opportunity to demonstrate competencies currently held regardless of how, when and where the learning occurred and experience, skills and knowledge was gathered such as formal or informal training and work experience. RPL is an assessment process.

PROCESS

Marketing material – generic information

The website and pre-enrolment Information including the International Student Handbook will include “non-technical” explanations of recognition (RPL) and how this can be followed up by the individual on the enrolment form and through student services.

We will give examples of likely RPL or Credit Transfer such as:

- Credit for units from a Diploma of Business that can be used as electives in another Diploma course.
- Recognition such computer and technology non-formal training and experience that may be evidence for recognition of information technology units in a Certificate IV Business qualification

Marketing material – Course information

The course specific information on the website and print material will provide details of the course and units and again state that recognition of prior learning (RPL) is available and this can be followed up by the individual on the enrolment form and through student services.

Enrolment form

The enrolment form will include a tick box where the applicant can indicate s/he wants to apply for RPL and/or credit transfer. The standard fees are paid and the student services follow up with the applicant.

RPL eligibility self-assessment and interview

Student services will communicate with the student by phone and email where RPL or credit transfer has been requested and provide a checklist of units which is completed and returned by the applicant through a self- assessment process.

An initial RPL interview is conducted with the Principal. The interview process follows procedures and RPL application process forms and the interview must confirm capacity to provide verifiable evidence and the likelihood of the candidate being able to put the RPL portfolio together.

The Principal will continue this RPL eligibility process with the candidate till such time as it is clear how much RPL will be offered and the portfolio and interview approach.

For overseas students - decisions may need to be made prior to the letter of offer and confirmation of enrolment (CoE)

Recognition and credit transfer will affect the duration of the course and the expected study load. Therefore, where the application has been made prior to confirmation of the course, the credentialing and assessment made need to be undertaken. This will be on a case by case basis.

The student will be provided with the confirmation of the RPL and CT decision in writing.

At Course Induction

Recognition of Prior Learning and Credit Transfer will be explained again at the commencement of the course with steps to follow. Induction includes a signed confirmation form that mentions RPL and Credit Transfer and is signed and files for each participant.

The RPL Assessment Process

The Principal will allocate the RPL candidate to an Assessor.

The RPL Guide and full evidence requirement documents will be prepared and sent out to the candidate.

The RPL process is an individual assessment only pathway that is facilitated by the Assessor with the candidate. The Assessor's role is to support the candidate following RPL procedures in the RPL Guide and to judge the evidence submitted against unit of competency requirements and the rules of evidence which are that the evidence is current, authentic, sufficient and valid.

The recognition assessment is conducted by:

- a qualified Workplace Assessor with suitable subject matter experience, or
- by a subject matter specialist under the supervision of a qualified Workplace Assessor

Retention of RPL evidence

It is important for validation and moderation policy that the RPL evidence and records of feedback and results are retained by the College. The final decisions are submitted by the Assessor to the Principal and the results are checked, signed and authorised by the Principal.

The portfolios, with permission from the candidate, are retained for a minimum of 6 months from the completion date.

For overseas students – The RPL and CT decisions made AFTER commencement of the course will affect the study load and student visa.

Where recognition and credit transfer is applied for AFTER commencement of the course, this will affect the duration of the course and the expected study load. The Principal will manage the credentialing and assessment process and meet with the student to adjust the study plan.

This will be on a case by case basis. See the Duration and Expected Study Load Policy.

The student will be provided with the confirmation of the RPL and CT decision in writing.

The student's visa duration may require changes.

Professional development for Student Services staff and Assessors

The Principal will monitor the need for professional development concerning the recognition model and our procedures and will provide staff with appropriate training.

CREDIT TRANSFER

PURPOSE

South Sydney College undertakes to provide credit transfer to all participants.

This means the College will recognise the qualifications and statements of attainment issued by other RTO's or AQF issuing organisations (such as universities) or the USI Registrar. This policy and the application processes will be communicated on the website, in the International Student Handbook and understood by administration.

Definition:

Credit Transfer is a credentialing process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications or units of competency. These are usually issued by other RTO's.

This policy and the credit transfer application processes will be communicated on the website and understood by administration and trainers and assessors.

PROCESS

Marketing material –generic information

The website and Pre-enrolment Information including the International Student Handbook and will include “non-technical” explanations of CT Credit Transfer and how this can be followed up by the individual on the enrolment form and through student services.

We will give examples of likely RPL or Credit Transfer such as:

- Credit for units from a Diploma of Business that can be used as electives in another Diploma course
- Credit where the student has transferred from another provider.

Marketing material – Course information

The course specific information on the website and print material will provide details of the course and units and again state that credit transfer (CT) is available and this can be followed up by the individual on the enrolment form and through student services

Enrolment form

The enrolment form will include a tick box where the applicant can indicate s/he wants to apply for RPL and/or credit transfer (CT). The standard fees are paid and the student services follow up with the applicant.

For overseas students - decisions may need to be made prior to the letter of offer and confirmation of enrolment (CoE)

Recognition and credit transfer will affect the duration of the course and the expected study load. Therefore, where the application has been made prior to confirmation of the course, the credentialing and assessment made need to be undertaken. This will be on a case by case basis.

The student will be provided with the confirmation of the RPL decision in writing.

At Course Induction

Recognition of Prior Learning and Credit Transfer will be explained again at the commencement of the course with steps to follow. Induction includes a signed confirmation form that mentions RPL and Credit Transfer and is signed and files for each participant.

The Credit Transfer Credentialing Process

Credit transfer is a limited credentialing decision process and not the same process as Recognition (as RPL or RCC) where a range of evidence and an assessment decision is required.

Credit transfer allows for full recognition or “advanced standing” for units of competency in a qualification based on identified equivalence.

Credit transfer does not involve an assessment process between the Assessor and the candidate.

For overseas students – The CT decisions made AFTER commencement of the course or on transfer from another provider will affect the study load and student visa.

Where credit transfer is applied for as part of a transfer from another provider or within the College but AFTER commencement of the course, this will affect the duration of the course and the expected study load. This will be on a case by case basis. See the Duration and Expected Study Load Policy.

Credit transfer can be administered by administration staff who are trained in this policy and procedure. Administration staff will be managing the USI data as well so they go together.

The Principal will read and interpret Qualification rules and provide advice on equivalence from references. The Principal will provide informed written and verbal advice to administration if necessary and make consistent credentialing decisions for CT on behalf of the College.

The Student Services Manager will have the expertise to verify the details and authenticity of the copies of certificates and results issued by other RTO's and navigate the training.gov.au website and USI registry for details.

The Student Services Manager will communicate with the other RTO if this is considered necessary.

The Student Services Manager will manage the necessary changes to the AVETMISS software to input the correct candidate CT application information and generate results and certificates.

For overseas students – The CT decisions will affect the study load and student visa.

Where credit transfer is applied for as a transfer from another provider or at the College AFTER commencement of the course, this will affect the duration of the course and the expected study load.

This will be on a case by case basis.

See the Duration and Expected Study Load Policy.

See the Transfer Policy

The student will be provided with the confirmation of the CT decision in writing.

The student's visa duration may require changes. A new letter of offer, agreement and CoE will be issued.

The tuition fees will be changed as a result of exemptions gained through credit transfer.

Professional development for Student Services staff and Assessors

The Principal will monitor the need for professional development concerning the recognition model and our procedures and will provide staff with appropriate training.



Credit Transfer Procedure:

Prior to sign off on a Credit Transfer the following conditions must apply and will be checked by the Principal. See the specific mapping and equivalence tables pre-prepared for the particular units and qualifications where there is a superseded and replacement qualification.

Issue /verification	Explanation	Decision check
Is the CT request from a current or expired Training package & qualification or unit	Credit transfer is offered for current and relevant qualifications on the College's scope. Where the CT application is from an expired qualification, currency must be taken into consideration. As the date of issue gets further out, the CT decision becomes more complex. We refer to guidance for the Course	Current TP & Qual or AC – OK Expired TP & Qual or AC - If less than 5 years – YES give credit transfer. Longer than 5 years – No.
Does the CT request meet the packaging rules	Is the CT for a core or listed elective in the packaging rules? OK. If the rules allow electives from another AQF level, or qualification or Training Package will the CT request still meet rules? We set conservative internal policy based on rules.	Core and listed electives – OK. Lower or higher AQF level elective – OK Imported elective – Case by case decision.
Does the CT request meet the Rules – vocational outcome ("job role")	Confirm the intended "vocational outcome" in the qualification and the requested CT units are appropriate and relevant to the vocational outcome for a worker- called "job roles"	Does the CT unit align to the candidate's job and the job roles in the qual – YES – OK NO – Refuse
Is the CT request affected by the Code version changes- equivalence	Units proposed as CT are "same" unit title with an old version codes. (A, B,C at the end of the unit code). Use the TGA website - equivalence tables in the CURRENT training package to check on equivalence. Decision to confirm CT for the unit with the old code will depend on notes in the TGA mapping and equivalence table.	FULL equivalence - OK PARTIAL equivalence – CT decision will depend on the detail. –NOT OK Could be RPL NOT equivalent – No CT This means it is an RPL process not CT.
Our RTO does not have the requested unit on its scope **	Our RTO does NOT need the unit to be on its scope where it issues unit as a CREDIT TRANSFER. This is the only situation where we can issue something not approved on our scope.	If unit is relevant and appropriate, the Manager can still sign off as CT. Record of results and transcript MUST show as CT
Does the CT request have an RTO ID and True record of units achieved	Always undertake a certain level of checking on the authenticity of the certificates produced from another RTO or TAFE or other or USI Registry Check RTO is listed on TGA. Check address, number and signature of certificate against RTO contacts. Verify the qualification is/has been on scope of registration. Copies signed by a JP?	Go on the www.training.gov.au website to search for the College and scope of registration. Current or expired RTO is acceptable. Ask student for USI
Results – show CT on transcript	AVETMISS and Transcript must show CT. If we show C= competent, it assumes that : RTO has assessed something on scope (not correct)	Credit transfer is shown as CT in the transcript of results.