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Procedure

Recognition of Prior Learning and Credit Transfer

RTOPR-006

Contents

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1.   Purpose and Objective

1.1   This procedure outlines the process for offering Recognition of Prior Learning (RPL) and Credit Transfer (CT) to prospective students prior to enrolment and students whilst enrolled at UNE Partnerships

2.   Scope

2.1   This procedure applies to all prospective and current students of UNE Partnerships.

3.   Procedure: Information on RPL and CT

3.1   UNE Partnerships provides prospective and current students (the Student) with information, including information on fees and charges, about RPL and CT pre-enrolment on its website, in its Course Brochures and in the Student Handbook.

3.2   Students are also reminded of the opportunity for RPL during the delivery of the training program via Assessment section and by trainers and assessors.

3.3   The student does not incur any fees for Credit Transfer.

3.4   A fee is payable in relation to RPL.

4.   Currency

4.1   Assessment evidence must demonstrate current competency. This requires that assessment evidence must be from the present or very recent past. This will vary with context and sector. As a baseline, UNE Partnerships sets 'current' to mean within the past 5 years. If an assessor believes this baseline to be shorter or longer they must document and justify that change based on the nature of the sector from which the evidence is provided, and/or the nature of the evidence.

For example, evidence of currency in IT / technology expertise or in health sectors may need to be far more current than 5 years based on changes in those sectors.

5.   Procedure: Recognition of Prior Learning

5.1   UNE Partnerships recognises the AQF definition of RPL.

5.2   To be awarded RPL the candidate must provide evidence of when and how their competency was acquired.

5.3   To ensure consistency, fairness and transparency, UNE Partnerships has established a systematic, organisational approach to RPL.

5.4   Assessment Tools for gathering RPL evidence have been designed to:

5.4.1 collect evidence to demonstrate prior achievement of the learning outcomes and assessment requirements for each Training Product on our scope of registration.

5.4.2 provide a range of methods against which the student can provide evidence

5.4.3 be at the same standard as other assessment for the qualification

5.4.4 recognise learning regardless of how, when and where it was acquired providing it is relevant to the learning outcomes in the Training Product.

5.4.5 meet the requirements of valid, authentic, current and sufficient assessment

5.4.6 provide a process that is fair, flexible reliable and valid.

5.4.7 include reasonable adjustment for the literacy levels, cultural background and experiences of students

5.4.8 meet the needs of students from different background and contexts.

5.5 The Student will indicate that they wish to apply for RPL by going to the *'Assessment'* Section within the course for that unit / units, and , clicking on the *'RPL Eligibility Discussion'* link and following the prompts.

5.6 The student and the assessor will meet (in person or video/audio conference) to discuss eligibility and ensure that the student:

5.6.1 understands the RPL process i.e. a formal assessment process leading to a competency decision

5.6.2 has access to copies of the relevant units understands the unit requirements

5.6.3 understands the requirements of collecting and matching evidence to the requirements of the units.

5.6.4 understands the timeframes and costs.

5.7 The outcome of the eligibility discussion will be that the assessor either:

5.7.1 Believes the student is likely to be able to provide sufficient evidence for a RPL submission. In this case, the RPL submission becomes available to the student.

5.7.2 Believes the student is unlikely to be able to provide sufficient evidence for a RPL submission and recommends they complete the standard assessment process. In this case, the RPL submission is not available to the student.

5.8 Students found 'eligible' then have the option to make a RPL submission, or chose to complete the full set of assessments for the unit/s.

5.9 Where the student elects to submit a RPL submission, they must then collate and submit all required evidence and document the evidence provided in the RPL template provided.

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5.10 Where required, and after submission of the RPL evidence by the student, further meetings will be scheduled with the assessor to discuss the evidence provided.

5.11 Assessors will record their assessment judgements on the RPL form based on the evidence submitted and competency conversations that capture meetings between student and assessor.

5.12 If the assessor finds the student competent, the assessment outcome is recorded on the student record.

5.13 If the student is deemed to be Not Yet Competent the assessor will provide advice on further evidence required.

5.14 All relevant documentation including results and evidence of the RPL will be recorded in the Learning Management System.

5.15 The Unit Outcome code recorded in the Student Management System will be 51 (RPL).

6. Procedure: Credit Transfer

6.1 UNE Partnerships recognises the AQF definition of Credit Transfer.

6.2 UNEP is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units completed through another provider.

6.2.1 We can recognise up to 100% of your course by transferring credit for units previously completed with UNE Partnerships.

6.2.2 We can recognise up to up to 80% of your course by transferring credit for units previously completed with another provider.

6.3 UNEP accepts and provides credit to learners for units of competency and/or modules (unless licencing or regulatory requirements prevent this), where these are evidenced by:

6.3.1 AQF certification documentation issued by any other Registered Training Organisation or Australian Qualification Framework authorised issuing organization; or

6.3.2 Authenticated VET transcripts issued by the Registrar.

6.4 Credit can only be applied to a full unit of competency.

6.5 Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.

6.6 Applications for Credit Transfer should be made in writing to the Program Manager and must be accompanied by a Statement of Attainment showing completion of the same or equivalent unit of competency, as indicated on the national register.

6.7 The Program Manager will verify authenticity of the Statement of Attainment with the issuing organisation or through the USI Registry and upload all evidence to the student's portfolio in the Student Management System.

6.8 The Unit Outcome code recorded in the Student Management System will be 60 (CT).

6.9 Where the Statement of Attainment supplied does not show the title and national code of the same or equivalent unit of competency the student will be referred to the Recognition of Prior Learning (RPL) procedure.

7. Definitions

Term	Definition
Credit Transfer	Credit transfer is a 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.
Equivalent Unit of Competency	As described on the national register at www.training.gov.au
Recognition of Prior Learning (RPL)	Recognition of prior learning is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
Unit outcome	Unit assessment result.

8. Related Information

Related legislation	• Standards for Registered Training Organisations (RTOs) 2015
Related documents	• RTO-001 Training and Assessment Policy • RTO-005 Records and Data Management Policy • UNEP RPL Student Guide • Credit Transfer: An Explanation (AQF) • Recognition of Prior Learning: An Explanation (AQF) • NSW Recognition Framework • NSW Quality Framework

9. Document Information

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