



# RPL and Credit Transfer Policy and Procedure

## 1. Purpose

Purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

## 2. Scope

This policy and procedure apply to all the courses on college's scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students at Oak Leaf who seek recognition for learning previously gained through formal, non-formal and informal learning, and work experiences.

## 3. Definitions

**RPL:** Recognition of Prior Learning: means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

**Credit Transfer:** means transfer of credits from units of competencies achieved in formal and nationally recognised education and training system to equivalent units of competencies, satisfying the required competency standards.

**Credit:** Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

**Units of Competency** means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

**Department:** Department of Education and Early Childhood Development

## 4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (RTOs) 2015
- Education Services for Overseas Students (ESOS) Act 2000
- AQF: National Principles and Operational Guidelines for Recognition of Prior Learning

## 5. Policy

The *National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)* represent a set of national cross-sector guidelines to support implementation of RPL as an important element of Australian education and training. At Oak Leaf the granting of RPL and Credit Transfers will be established and maintained in accordance with;



- AQF National principles and operational guidelines for Recognition of Prior Learning (TAFE) Procedure
- Standards for Registered Training Organisations (SRTOs 2015)

**5.1** RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

**5.2** Oak Leaf will make RPL available to all students in compliance with the relevant Standards for Registered Training Organisations, SRTOs 2015.

**5.3** RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

**5.3** Assessment will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40116) or equivalent and meets the requirements as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and the relevant schedules (Schedule 1).

**5.5** Oak Leaf recognises course credit within the ESOS framework and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification

**5.6** Candidates must apply for credit either through RPL or Credit Transfer. However, the submission of an application for RPL does not guarantee that an exemption will be granted.

**5.7** Candidates seeking credit must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a college course.

**5.8** If the granting of credit results in shortening of the student's course, Oak Leaf will report the change of course duration to the Department. All records will be kept for a minimum of two years from the date student has ceased to be an enrolled student (*Ref: Documents and Records Management Policy*).

**5.9** No fees will be charged for Credit Transfer applications.

**5.10** Fees for RPL will be charged per unit of competency, calculated on a pro-rata basis on the total course fee. RPL fee will be in addition to the total course fee.

## 6. Procedure

### 6.1 Credit Transfer

The following procedure applies to Credit Transfer applications. There is **no fee** for Credit Transfers.

Steps	Responsibility	Comments
Complete the <i>Credit Transfer Claim Form</i> and attached all the required evidence	Student	Original copies of the transcript and awards must be presented
Make an appointment with the Academic Manager or an officer designated by the Academic Manager to undertake RPL and Credit Transfer assessments	Student	Reception to assist with making the appointment
Assess the claim and determine the eligibility using the <i>RPL and Credit Transfer Evidence Form</i>	RPL Officer	Same units might have different code under different training packages  Where required, units of competencies should be downloaded from NTIS to compare the competency standards and equivalence

Grant necessary credits if eligible	RPL Officer	Original documents must be sighted
Make copies of the evidence for the student file	RPL Officer	
Update student records on the student management system	Student Admin	Use appropriate code to recognise credit transfer
Send a letter to the student advising the outcome of the application	Academic Manager	A copy goes in the student file

## 6.2 RPL

The following procedure applies to RPL applications. RPL fee may apply as per college's Fee Schedule.

Steps	Responsibility	Comments
Provide RPL advice and a copy of RPL Guide to the candidate	RPL Officer	Provide information on RPL process, required evidence, unit contents and RPL fee
Complete the <i>RPL Application Form</i> and attached all the required evidence	Student	A combination of formal and information education and training, work experience and general life experiences can be used to determine prior learning
Provide evidence of previous skills, knowledge and learning	Student	Work experience certificates, awards, previous qualifications, citations, evidence of work/projects completed, testimonials, etc.
Pay the RPL fee and lodge the application with the nominated RPL officer along with all the evidence	Student	<b>Fee: On a pro-rate basis based on total course fee, per unit</b>
Acknowledge receipt of the application in writing	RPL Officer	Letter to the student
Assess the claim and determine the eligibility using the <i>RPL and Credit Transfer Evidence Form</i>	RPL Officer	If required, the students may be asked to provide a verbal or written evidence of competency or demonstrate the competency in assessor's presence
Grant necessary credits if eligible	RPL Officer	Partial credits can be granted if the evidence only satisfy a part of the unit
If not successful, document detailed reasons on the application form	RPL Officer	
Make copies of the evidence for the student file	RPL Officer	Original documents must be sighted
If successful, update student records on the student management system	Student Admin	Use appropriate code to recognise credit transfer
If unsuccessful, arrange for a refund of the RPL fee	Student Admin	Student should be advised of their right to appeal the decision
Send a letter to the student advising the outcome of the application	Academic Manager	A copy goes in the student file

## 7. Responsibility

The Academic Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

The nominated RPL Officer is responsible for collecting, verifying, assessing, and filing evidence of competency and prior learning.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: [info@oakleaf.edu.au](mailto:info@oakleaf.edu.au)

<b>Document No &amp; Name:</b>	<b>Oak Leaf RPL and Credit Transfer Policy and Procedure V1.1</b>
<b>Status:</b>	Approved
<b>Approved by:</b>	CEO
<b>Approved Date:</b>	31/05/2024
<b>Review Date:</b>	30/06/2024
<b>Standards:</b>	SRTO Standard
<b>Responsibility:</b>	CEO + Compliance Team
<b>Modification History:</b>	Annual P&P review: Reformatted for consistency & updated to meet the requirements of National Code of Practice for Providers of Education and Training to Overseas Students 2018 & ELICOS Standards 2018 & Standards for RTOs 2015