

Ringwood Training

RPL/CT Policy

RPL/CT

Purpose

Qualifications issued under the Australian Qualifications Framework and Statements of Attainment awarded by other Registered Training Organisations will be accepted without further assessment.

Policy

In accordance with the Australian Quality Training Framework, Ringwood Training recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs).

All students are made aware of the ability to apply for course credit via a RPL/ Credit Transfer application throughout the enrolment and induction process of the course. This is supported with information provided in the ‘Student Handbook’ and during the Pre-Training Review process.

Students are advised of RPL/CT possibilities prior to enrolment and encouraged to submit documentation when enrolling.

Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s).

Definition

- **Recognition of Prior Learning (RPL)** - RPL is an assessment process that involves assessment of the individual’s relevant prior learning to determine the credit outcomes of an individual application for credit.
- **Credit Transfer** - Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched unit/s of competency.

Credit Transfer

Credit Transfer is granted where evidence is provided to show that the same Unit of Competency has been successfully passed at another Registered Training Organisation (RTO). Credit will be given in Units of Competency for which a qualification, statement of attainment or USI transcript is provided.

It is the responsibility of the administration team to verify that the copy of the statement of attainment or certificate is true and correct by doing one of the following:

1. First preference - Obtaining a USI transcript either by:
 - a. The student granting Ringwood Secondary College permission to logon and view it and advise administration that this has occurred. Centre Manager will then log in using the organisation login and obtain the students USI Transcript. This will be saved to the students file and checked with the student that the units match what they believe they have completed.
 - b. The student downloading and emailing a copy
2. Second preference – Qualification has a QR Code verification method
 - a. Admin will scan the QR code and verify the qualification online.
3. Third Preference - following the VRQA & AQF certification guidelines. Refer to <https://www.vrqa.vic.gov.au/VET/Pages/how-to-use-logos.aspx#link40>

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If after completing the checks Ringwood Training staff aren't certain the certificate is from a legitimate RTO, we will arrange for the student to sign a Release of Information Permission Form.

This will allow Ringwood Training to obtain verification from the issuing RTO that the certificate the student has shown us is true and correct. It is up to Ringwood Training's discretion whether to contact the issuing RTO following the above checks.

Once the copy of the certificate is verified true and correct the administration is to save on the students file.

The department coordinator is responsible for assessing the credit transfer and recording it in Axcelerate. When the Department Coordinator results this outcome in Axcelerate this is confirming that they have reviewed the certified copy of the certificate and based their assessment on this. Copy of certificate or USI transcript must be kept in the students file. This may be hard or soft.

Recognition of Prior Learning (RPL)

RPL is the formal acknowledgement of skills, knowledge and competencies, regardless of how or where the learning occurred. It is the process of matching current skills and knowledge against competencies that have been learnt in the workplace, through voluntary work, social or domestic activities, or formal or informal studies relevant to your cause, you may gain recognition or RPL for these units.

You may receive Recognition of Prior Learning (RPL) through an assessment only process before training commences.

Students wishing to apply for RPL should speak to **the Department Coordinator or Administration** at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of enrolment.

RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

- Review of Evidence including relevant Formal Qualifications and completion of the RPL kit.
- Interviews
- Confirmation of Testimonials
- Written/Oral reviews