

## RPL & CREDIT TRANSFER POLICY

### RECOGNITION OF PRIOR LEARNING (RPL)

#### PURPOSE

Nurse Training Australia undertakes to make a Recognition process available to all participants. This policy and the recognition application processes will be communicated on the website and RPL guides and understood by administration and trainers and assessors. NTA has implemented a documented policy and process for assessing and recording RPL and CT as per Standards for RTO's 2015 and National code 2018.

#### 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 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:

- A First Aid accredited course where this may be a core unit in a Certificate qualification
- Computer and technology non-formal training and experience may be evidence for recognition of information technology units in a Certificate qualification
- Add industry specific examples here

##### **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. The candidate is offered a place in the course.

##### **RPL eligibility self-assessment and interview**

Student services will communicate with the student by phone and email 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 Training Manager. 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 Training Manager 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.

### **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 Training Manager 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 RTO. The final decisions are submitted by the Assessor to the Training Manager and the results are checked, signed and authorised by the Administration and Compliance Manager.

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

### **Professional development for Student Services staff and Assessors**

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



## CREDIT TRANSFER

### PURPOSE

Nurse Training Australia undertakes to provide credit transfer to all participants.

This means the RTO will recognise the qualifications and statements of attainment issued by other RTO's or AQF issuing organisations (such as universities) or the USI Registrar.

### 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 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:

- A First Aid accredited course where this may be a core unit in a Certificate qualification
- Equivalent units from a superseded qualification that “match” the current units and qualification
- Add industry specific examples here

#### **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.

#### **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.

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

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

The Administration Officer 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 Administration Officer will communicate with the other RTO if this is considered necessary. The Administration Officer will manage the necessary changes to the AVETMISS software to input the correct candidate CT application information and generate results and certificates.

Student services will advise the participant there is no adjustment to fees as a result of exemptions gained through credit transfer.

Student services will communicate with the student by phone and email.

### **Professional development for Student Services staff and Assessors**

The Administration and Compliance Manager 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 Administration and Compliance Manager. 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
<b>Is the CT request from a current or expired Training package &amp; qualification or unit</b>	Credit transfer is offered for current and relevant qualifications on the RTO'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 ISC guidance for the Course We set internal decisions through this guidance.	Current TP & Qual or AC – OK Expired TP & Qual or AC - If equivalent or less than 5 years – YES give credit transfer.  Option to discuss RPL.
<b>Does the CT request meet the packaging rules</b>	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
<b>Does the CT request meet the Rules – vocational outcome ("job role" )</b>	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
<b>Is the CT request affected by the Code version changes- equivalence</b>	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.
<b>NTA does not have the requested unit on its scope **</b>	NTA 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
<b>Does the CT request have an RTO ID and True record of units achieved</b>	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 <a href="http://www.training.gov.au">www.training.gov.au</a> website to search for the RTO and scope of registration. Current or expired RTO is acceptable. Ask student for USI
<b>Results – show CT on transcript</b>	AVETMISS and Transcript must show CT. Reason-if we show C= competent, it assumes that NTA has assessed something on scope (not correct)	Credit transfer is shown as CT in the transcript of results.