

RTO	Alma Mater College Australia
Type	Internal External
Applicable standards	Standards for Registered Training Organisations 2015
Authorised by	Chief Executive Officer (CEO)
Version	V1.0 – January 2022

Policy: Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Overview

Alma Mater College Australia (AMCA) is committed to providing up to date and relevant information regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all students prior to enrolment and whilst enrolled with AMCA.

AMCA actively promotes RPL and will conduct RPL assessment in accordance with the principles of assessment and the rules of evidence.

AMCA has qualified RPL Assessors who are responsible for a fair, equitable and consistent RPL process.

Students who have gained knowledge and skills through work, life experience, training or education may be able to undertake a process of recognition. By going through a recognition process a student may be able to gain recognition for one or several units of competency or gain an entire qualification without having to attend / undertake training. As part of the Pre-Training Review process a student's work and education history is discussed.

The idea of recognition is to accept and reward knowledge and skills that have been achieved in a wide variety of ways. This process is quicker than undertaking training and may be cost effective. Recognition can occur through:

- **Recognition of Prior Learning (RPL)**
- **Credit Transfer (CT)**

Definitions

Recognition for Prior Learning (RPL)

Recognition for Prior Learning (RPL) is an assessment process for the purpose of recognising skills and competencies an individual may have already attained and to provide them with a formal qualification (or Statement of Attainment) from a nationally recognised training package or curriculum.

Individuals wishing to apply for RPL may already have skills and knowledge through:

- Formal or informal training and education
- Work experience
- General life experience

RPL assesses a person's skills and competencies to determine and ensure these are current.

RPL is not required when a person already has the same unit of competency issued by another Registered Training Organisation (RTO). In this case, the concept of National Recognition will apply, and CT will be provided to a successful applicant.

RPL is awarded to individuals who are able to demonstrate satisfactory achievement of the required competency standards or learning outcomes for some or all of the units within their chosen qualification.

Credit Transfer (CT)

CT is the process of awarding credit for a unit/s of competency previously attained from another Registered Training Organisation (RTO) which are the same as the unit/s of competency in a AMCA course.

Clause 3.5 of the Standards for Registered Training Organisations 2015 (RTOs) states "Credit must be granted for studies completed at an RTO or any other authorised issuing organisation, such as a university."

CT provides a means for students to gain recognition of equivalent study previously undertaken, on the basis of completed components of another qualification or other formal learning.

RPL – How it Works

RPL is one of the ways that we can assess your competency in a qualification. It is an alternative to coursework or class attendance. If you have existing skills or knowledge RPL can help reduce coursework required to complete a qualification.

We match your existing skills and knowledge against our courses. We determine what learning, skills and knowledge you are able to demonstrate against the unit or qualification you'd like to complete. Then we assess your competence using the evidence you've provided. Where the evidence proves your competence it reduces or eliminates the need for coursework and enables you to complete your course quicker. In some cases, a qualification can be completed without having to undertake any additional training. If any gaps are determined, we provide targeted training, so students only do what they need to.

The RPL process is interactive and personal so as to meet the needs of the student and offered to all students at enrolment. An initial interview is conducted with an assessor to determine whether the student is a suitable candidate for RPL.

The student will need to provide evidence to demonstrate that they are currently competent against the endorsed industry competency standards. The onus is on the Student to provide sufficient evidence to satisfy the requirements of current competency.

In judging evidence, the assessor will ensure that the evidence of prior learning is:

- authentic (the candidate's own work);
- valid (directly related to the current version of the relevant endorsed unit of competency);
- reliable (is the process of ensuring that evidence presented is consistently interpreted by assessors and results in consistent outcomes irrespective of the assessor conducting the assessment);
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency); and
- sufficient (assessor is able to ensure that the quality, quantity and relevance of the assessment evidence to enable a judgement to be made regarding the student's competency).

The RPL Process

Registration

To commence the RPL process you will be required to complete an online RPL registration and pay an application fee. Once the registration is complete, you will be given access to the Learning Management System 'RPL Application' where you can select the units you are seeking recognition for and work on your submission.

RPL Application

Each unit of competency you apply for requires that you demonstrate having the skills and knowledge relevant to the unit by mapping your work experience, general life experience and any formal and/or informal training against the different elements which form part of each unit of competency.

You are also required to provide evidence to back up your statements. The evidence must be:

- current, no more than 18th months old
- valid, must be relevant to the elements /unit you are providing the evidence for.
- reliable, can be corroborated as authentic. The assessor will verify all the evidence provided.

This supporting evidence can vary and may include the below:

- A current CV – it is very important this is current and includes tasks relevant to the units for which you are seeking RPL
- Copies of formal and informal training certificates/statements. i.e. Statements of attainment, Certificates, Certificates of Attendance/Participation in workplace education...
- Position Descriptions from previous/current roles
- Job References
- Examples of work documents
- Job contracts
- Documents displaying skills relevant to the units

- Videos demonstrating your skills
- Third party reports
- Observation checklist completed by a supervisor
- Membership of relevant professional associations

Once you have completed the RPL application and uploaded all evidence, you are able to 'submit' the application for assessment.

RPL Assessment

In order to grant RPL the assessor must be confident that you are currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework (AQF) accredited courses.

Upon assessment of the RPL application, the Assessor will provide you with an outcome for each of the units for which you are seeking recognition. If the outcome of the unit is satisfactory, the unit will be resulted as "Granted RPL". If the outcome of a unit is unsatisfactory, you will be required to complete training and assessment for that unit in order to achieve competency.

Your Assessor will contact you to advise the outcome and whenever relevant, provide options for training.

Fees

Students may apply for RPL on one Unit of Competency or the whole qualification. The fees associated to complete the RPL process are based on how many units you are applying for, where you live and whether you are eligible for Government Funding. There is also a one off RPL Application Fee.

A course advisor will be able to provide a cost to complete the RPL process after the initial meeting with your trainer and assessor has been completed. Once an RPL is approved and granted, it is recorded in the SMS AXcelerate and on the students training plan.

Credit Transfer – How it Works

As a component of the Pre-Training Review process, AMCA ensures students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

CT is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies.

Where a student provides suitable evidence they have successfully completed a unit or module at any RTO, AMCA provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

AMCA is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

AMCA's approach to the approving a CT application will not unfairly advantage or disadvantage any prospective or current student. Students must not be required to repeat any unit/s or modules in which they have already been assessed as competent (unless a regulatory or licensing condition e.g., industry licensing scheme requires this).

Students who wish to apply for CT must provide an original or a certified Certificate/ Statement of Results or Statement or Attainment. AMCA may authenticate the information through either the Unique Student Identifier (USI transcript service online, or by contacting the issuing RTO directly).

CT can be granted for unit/s of competency with the same unit code and unit title. If there is a difference in code and/or title, for CT to be granted the new unit must be deemed equivalent as published on the National Training Register www.training.gov.au. If a unit is deemed 'non-equivalent' on the National Training Register, AMCA will be unable to grant a CT. In these cases, the student will be directed to apply for RPL.

The Credit Transfer Process

When to Apply

Whilst students may apply for CT at any time, they are encouraged to apply before commencing a training program; this will reduce unnecessary training.

CT will only be issued when the student's enrolment includes at least one other unit of competence; student cannot enrol only for CT.

Application

A student will be required to complete the consent to verify student records form and present their Statement of Attainment or Qualification for examination. These documents will provide the detail of what units of competence the applicant has been previously issued.

AMCA is required to verify the Statement of Attainment or Qualification with the issuing provider. Once this is complete, the CT will be determined. If a CT is being sought for a unit of competency which has a different title or code, then the equivalence between the unit held and the unit being sought will be researched and verified.

Alternatively, students who have completed their studies from 2015 onwards can give access to AMCA to view their transcript of results via the USI Portal. This can be done by following the USI registry instructions: [Giving permission to my training organisation](#)

CT Determination

Students are advised of the outcome of their CT application. In many cases, this will reduce their study duration time. Fee for Service Students will also have their Tuition Fees reduced by the cost of the units of competency for which they have been provided CT

Once a CT is approved and granted, it is recorded in the SMS AXcelerate and on the students training plan.

Verification of Documentation

AMCA recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including students seeking CT for previous study, and personnel documentation.

Before providing credit on the basis of a qualification, statement of attainment or record of results, AMCA authenticates the information in the document. The student will be required to sign a permission form in order for AMCA to verify their qualification or statement of attainment. Under special circumstances where AMCA is not able to verify the copies with the issuing provider, other options will be considered by AMCA.

Where a CT is granted, the student will be advised, and their training program duration adjusted accordingly.

Where CT is not granted, the student will be notified on completion of the assessment. The communication to the student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

Fees

There are no fees associated with applying for a CT. For those students applying for CTs their enrolment fee will be calculated based on the number of CT's units being applied for.

Fees for RPL will be calculated on the number of units that are being applied for or at a qualification rate if applying for the whole course. You may find the indicative fees for RPL on our website.

Student fees will be calculated as per the Fees, charges and refund policy also located on the AMCA website.