



RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
Type	External
Applicable standards	Standards for Registered Training Organisations 2015 Australian Qualifications Framework (AQF) State and Territory Funding Contracts
Authorised by	Compliance Officer
Effective date	1 January 2017
Version	V20170202

Policy: Recognition of prior learning and credit transfer

Overview

City Wide Building and Training Services (CWBS) 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 CWBS.

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

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

Definitions

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 Credit Transfer will be provided to a successful applicant.

Credit Transfer

Credit transfer is one of a number of processes for establishing credit. It provides a means for students to gain credit in a qualification on the basis of completed components of another qualification or other formal learning.



The credit transfer process involves:

- Mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and
- Making a judgment about the credit to be assigned between the matched components of the two qualifications.

The agreed credit outcomes may include any form of credit: block, specified or unspecified credit.

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 – we call this fast tracking. If any gaps are determined, we provide targeted training so students only do what they need to.

The RPL process

Meet with your Trainer and assessor

To commence the RPL process you will be required meet with a CWBTS Trainer and assessor to discuss your existing skills and knowledge. Together, you determine which units within a qualification your skills and knowledge match up with. You will then work through a checklist which is provided to you in order to identify what you need to demonstrate to achieve the RPL.

RPL Evidence Portfolio

You will then be provided with an RPL toolkit that outlines the evidence you need to provide to prove your skills and knowledge. You will then submit your RPL toolkit to your trainer and assessor.

Some examples of evidence that can support the process include:

- CV, Resume or work history
- Certificates/results of assessment
- Diaries
- Industry awards
- Licenses
- Log books
- Membership of relevant professional associations
- Pay slips
- Performance appraisals
- Photographs of work undertaken
- References/letters/third party verification reports from previous employers/supervisors
- Site training records
- Work examples or projects



- Tickets held e.g. forklift, crane etc.

RPL Interview

Next you will meet with assessor to discuss RPL evidence portfolio. Your trainer and assessor will identify whether there is sufficient evidence to determine competency for the individual units or qualification. If your trainer and assessor determines there is a skill gap of greater than 10% you will be referred to other gap training options. If your trainer and assessor determines there is a skill gap of less than 10% you will progress to the next stage.

Demonstration/Observation of Practical Tasks

Your trainer and assessor will come and observe you at work, in your workplace or in a simulated environment. It is not mandatory for all candidates to do a practical assessment. The candidate may provide sufficient evidence through the RPL evidence portfolio, RPL interview and third party report/s to be deemed competent.

Supporting Evidence/Third Party Report

Your trainer and assessor will talk you your employer or supervisor (as nominated by you) and discuss your work.

RPL Result

Upon satisfactory completion of all assessment tasks you will be awarded a result of Recognition of Prior Learning (RPL). Unsatisfactory completion requires consultation with your trainer and assessor to discuss the best approach for successful completion.

Alternate Assessment

If you do not complete all your assessment tasks satisfactorily, you Trainer and assessor will work with you to provide alternate assessment of the unit or qualification.

Fees

Students may apply for the Recognition of Prior Learning (RPL) on one unit of competency or the whole qualification. The fees associated to complete the RPL process are based on an hourly amount multiplied by the amount of Nominal Hours per unit.

RPL in some jurisdictions is:

- Fully subsidised;
- Partially subsidised; or
- Not subsidised.

Your trainer and assessor will be able to provide a cost to complete the RPL process after the **Candidate Information Form and the Candidate Self-Assessment process** has been completed.



Credit transfer – how it works

As a component of the Pre-Training Review process, CWBTS ensures participants 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.

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

Where a participant provides suitable evidence they have successfully completed a unit or module at any RTO, CWBTS 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.

CWBTS 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.

The credit transfer process

Application form

A student will be required to complete the Application for Credit Transfer 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.

Submit evidence

Students must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an RTO (RTO ID's and details will be checked on Training.gov).

The student is required to submit originals for copying and endorsement by RTO staff or copies which are certified as true copies of the original by a Justice of the Peace (or equivalent).

If Credit Transfer is being sought for a unit of competence which has a different title or code, then the equivalence between the unit held and the unit being sought will be researched and verified.

When to apply

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

Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence; student may not enrol only for Credit Transfer.



Verification of Documentation

CWBTS recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including participants seeking credit transfer for previous study, and personnel documentation.

Before providing credit on the basis of a qualification, statement of attainment or record of results, CWBTS authenticates the information in the document. The student will be required to sign a permission form in order for CWBTS to verify their qualification or statement of attainment.

Where Credit Transfer is granted, the student will be advised within five working days of completion of the assessment and the training program adjusted accordingly.

Where Credit Transfer is not granted, the participant will be notified in writing of the outcome within five working days of completion of the assessment. The written communication to the participant 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 credit transfer. For those students applying for CTs their enrolment fee will be calculated based on the number of credit transfer units being applied for. Student fees will be calculated as per the Fees, charges and refund policy located on the CWBTS website.