

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 Apprenticeship and Traineeship Act 2001 NSW Recognition Framework
Authorised by	General Manager Quality & Compliance
Effective date	1 December 2021
Version	V1.3

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

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.

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)**

CWBS's Recognition process aligns with the NSW Recognition Framework. Recognition of Prior Learning for Apprenticeships and Traineeships complies with the Apprenticeship and Traineeship Act 2001. (Required for Smart and Skilled)

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 Credit Transfer 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 CWBTS 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 – 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 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.

‘Assessment is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the work place, as specified in a training package or vocational education and training (VET) accredited course.

The RPL Process

Stage 1: Establish the context

A CWBTS assessor must establish a candidate’s context, which means:

- What industry they work in
- The level of qualification or units of competency relevant to them
- The location of their training (i.e., At a workplace or at a training provider’s premises)
- The level of support from their employer

To commence the RPL process the candidate will be required to complete an online RPL registration and pay an RPL application fee. The candidate will be contacted by the trainer to discuss and understand their context as detailed above.

Stage 2: Provide Information

Everyone involved in assessment is informed about the process of recognition in a consistent way. A candidate must understand the assessment process.

The assessor provides information to the candidate which is tailored to suit the candidate and their context.

The trainer will discuss the process with you. Once the candidate completes a Candidate Information Form and the Candidate Self-Assessment the trainer can provide advice on RPL fees.

Stage 3: Gather Evidence:

The assessor must agree with the candidate on the forms of evidence in the assessment process (e.g., How will the candidate demonstrate their competence? What rules apply to this evidence? A candidate’s evidence must be relevant, sufficient, current and authentic.

The trainer will have this discussion with the candidate, and they will have the chance to ask questions. The candidate will be given access to the Learning Management System ‘RPL Application’ where they can select the units that they are seeking recognition for and work on their submission.

The trainer will provide their contact details in case the candidate has questions as they prepare their submission.

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

The candidate is also required to provide evidence to back up their statements. The evidence must be:

- current, no more than 18th months old
- valid, must be relevant to the elements /unit they 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 they 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 the candidate has completed the RPL application and uploaded all evidence, they are able to 'submit' the application for assessment.

Stage 4: Assess the Evidence

An assessor reviews the evidence a candidate submits and then documents their assessment of the evidence. The assessor must measure the evidence against the standards of performance required using CWBTS's assessment process and tools.

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).

Stage 5: Make an assessment decision

The assessor makes a decision on the candidate's competence and then tells the candidate of their decision.

This usually involves interviewing the candidate to provide and receive feedback. This interview does not have to be face-to-face, but could occur via telephone, video link or other suitable methods. The process should ensure that an assessor gives the candidate appropriate feedback as well as the candidate having the opportunity to provide feedback to the assessor on the assessment process.

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.

Stage 6: Issue credentials or plan the next step

The assessor issues the candidate with credentials or helps them to decide, 'Where to next?'

The later may include gap training to complete a qualification, advice about the next level of qualification available, career advice for the newly qualified, or developing an action plan for the candidate to become competent.

As part of CWBTS's continuous improvement process, an assessor should ask a candidate to provide feedback to CWBTS on the recognition process.

RPL 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 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. You may find the indicative fees for RPL on our website.

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. Once an RPL is approved and granted, it is recorded in the SMS VETtrak and on the students training plan.

Student fees will be calculated as per the Fees, charges and refund policy located on the CWBTS website <https://cwbtn.com.au/rpl/#fees>

Credit Transfer (CT) – How it works

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

Credit Transfer 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, 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.

CWBTS'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).

CWBTS 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, CWBTS authenticates the information in the document.

A student will be required to provide evidence of attainment of relevant units of competency required for their Credit Transfer application and these results are verified as per CWBTS's ***Verification of qualifications and units policy and procedure.***

CT can be granted for

- Unit/s of competency with the same unit code and unit title
- Superseded and equivalent unit/s of competency

CWBTS lists on the CT form the superseded and equivalent units of competency available for CT toward a unit of competency. For CT to be granted the unit must be deemed equivalent as published on the National Training Register www.training.gov.au. Providing CT for units superseded (and equivalent) more than once is at management discretion and this is reflected by the units listed on the CT form.

If a superseded unit is deemed 'non-equivalent' on the National Training Register, CWBTS will be unable to grant a CT and the superseded unit will not be included on the CT form. In these cases, the student will be directed to apply for RPL.

CWBTS are unable to provide Credit Transfer for Units of competency listed as Deleted on the National Training Register www.training.gov.au.

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.

Credit Transfer Form

A Credit Transfer form is available for each qualification on the staff Learning Management System. Where there is indication that a Student may be eligible for Credit Transfer, the form is to be accessed and the student provided sufficient information to guide them on CTs they can apply for, and the evidence required.

This form guides the Credit Transfer process, establishing units for which Credit Transfer can be applied and the equivalent units that may be accepted for Credit Transfer purposes.

Evidence

As per CWBTS's **Verification of qualifications and units policy and procedure** Students who wish to apply for CT must provide verifiable evidence of their results for Credit Transfer. These include:

- an original or a certified Certificate/Statement of Results or Statement of Attainment; or
- students who have completed their studies from 2015 onwards can give access to CWBTS 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](#)

Refer to CWBTS's **Verification of qualifications and units policy and procedure** for guidance on collecting sufficient evidence.

Verification of Documentation

The student will be required to sign a permission form in order for CWBTS to verify their qualification or statement of attainment. Refer to CWBTS's **Verification of qualifications and units policy and procedure** for guidance on completion of verification processes. Conduct all necessary verifications, retaining evidence of such on the student file.

Under special circumstances where CWBTS is not able to verify the copies with the issuing provider, other options will be considered by CWBTS.

Refer to the *Verification of qualifications and units policy and procedure* for guidance on verification of results.



CT Determination

Where a CT is granted, this is to be indicated on the CT form and retained on the student file. Evidence that the student holds the relevant unit or superseded and equivalent unit must be retained on the student file including evidence of verification or USI Portal access.

The Student will be advised of the Credit Transfer outcome.

Where CT is granted, the Student will be advised within five working days of completion of the assessment and the training program adjusted accordingly. The CT is recorded in the SMS VETtrak and on the Student's training plan. 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.

Where CT is not granted, the Student will be notified in writing of the outcome within five working days of completion of the assessment. The written communication to the Student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired. CWBTS keeps all evidence used to establish the Credit Transfer.

No Fees for Credit Transfer

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.

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