# VOCATIONAL RPL & CREDIT TRANSFER POLICY

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<th>Approved by:</th>
<th>General Manager UOW College</th>
<th>Date:</th>
<th>17 September 2013</th>
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<tr>
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<td>Custodian:</td>
<td>Head of Vocational</td>
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<td>Supporting Documents,</td>
<td>RPL Application form</td>
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<td>Procedures &amp; Forms:</td>
<td>Credit Transfer Form</td>
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<td>Vocational Student Handbook</td>
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<td>References &amp; Legislation:</td>
<td>Australian Skills Quality Authority</td>
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<td>National Vocational Education and Training Regulator Act 2011</td>
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1. Purpose of Policy

1.1 The RPL & Credit Transfer policy establishes:

a. the requirements, definitions and procedures to be used in determining the outcomes of RPL & Credit Transfer applications

b. definitions of the roles and responsibilities of UOW College (the College) staff and students with regard to RPL & Credit Transfer applications

1.2 The RPL & Credit Transfer policy should be read in conjunction with the RPL Application Form, the Credit Transfer Form, and the Vocational Student Handbook.

2. Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AQF</td>
<td>The Australian Quality Framework (AQF) provides the standards for Australian qualifications.</td>
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<tr>
<td>Assessment process</td>
<td>Process of assessing applications to determine whether an applicant has provided sufficient evidence to prove that they have the required skills and knowledge of the specific Unit of Competency in question</td>
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<tr>
<td>Credit Transfer</td>
<td>2.1 Credit Transfer is defined in the AQF as follows:</td>
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<tr>
<td></td>
<td>2.2 Credit transfer is a 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.</td>
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<tr>
<td>Evidence</td>
<td>Evidence specific to supporting an applicant’s claim that they have prior skills and knowledge equivalent to the Unit of</td>
</tr>
<tr>
<td>Word/term</td>
<td>Definition</td>
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<tr>
<td>Competency they are enrolled in</td>
<td></td>
</tr>
<tr>
<td>RPL</td>
<td>2.3 RPL is defined in the AQF as follows:</td>
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<tr>
<td></td>
<td>2.4 Recognition of prior learning is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application or credit.</td>
</tr>
<tr>
<td>session</td>
<td>defined period of study comprising of 12 – 15 weeks depending on qualification</td>
</tr>
<tr>
<td>student</td>
<td>a person registered for a course</td>
</tr>
<tr>
<td>Unit of competency</td>
<td>Sometimes called subject or unit within a vocational qualification. Unit of Competency assessment will be mapped to Training Package</td>
</tr>
<tr>
<td>Unit of Competency Descriptors</td>
<td>Normally a one page document that outlines the Unit of Competency name, code and essential performance criteria. Descriptor also briefly describes the content of the Unit of Competency</td>
</tr>
<tr>
<td>Unit Outline</td>
<td>A full outline of the Unit of Competency comprising Unit of Competency description; competency outcomes; assessment requirements (not assessment itself); and any relevant information regarding specific Unit of Competency attributes</td>
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<tr>
<td>Vocational program</td>
<td>A nationally accredited vocational qualification</td>
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3. **Application & Scope**

This policy applies to all students enrolled in:

   a. UOW College Vocational Programs

4. **Policy Principles**

4.1 The principles guiding this policy are:

   a. all students shall be treated fairly and openly
   
   b. all students are responsible for their own RPL or Credit Transfer application
   
   c. appropriate information shall be made available to students in order for them to apply for RPL or Credit Transfer.

4.2 Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5. **Recognition of Prior Learning & Credit Transfer**

5.1 Recognition of Prior Learning is a process of assessment in which evidence is provided by the student to demonstrate that their current skills, knowledge and relevant prior learning already meet the learning outcomes in an academic program of study.

5.2 Credit Transfer may be granted for nationally recognised qualifications from other RTOs. Credit Transfer is awarded against a Unit of Competency contained in a qualification on producing an original or certified copy of a Record of Achievement or Statement of Attainment containing exactly the same code as shown in the qualification the student plans to undertake.

5.3 RPL and Credit Transfer is underpinned by the AQF definition of credit:

5.4 *Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve*
a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

6. Policy

6.1 The College applies a systematic approach to the granting of course credit which does not unfairly advantage or disadvantage any existing or prospective student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing the learning is current and relevant to the competencies applicable to the qualification in which they are or seek to be enrolled. These learning experiences include the individual’s relevant formal, informal and non-formal learning.

6.2 Applications for RPL will be considered on a case-by-case basis and in a timely manner to ensure that all applicants are able to make well-informed choices about study options, pathways and alternatives by taking into account the credit they can expect.

6.3 Applicants are required to complete the RPL application form and provide evidence in support of each unit of competency for which RPL is sought. Forms of evidence may include:

- High School transcripts;
- Uni/TAFE/other provider’s transcripts;
- Course unit of competency outlines;
- Detailed CV with referee details;
- Results/statement of attendance/certificates relating to professional development courses, workshops and seminars;
- Job descriptions;
- Relevant licences;
- References/letters of support from past employers/Statements of Service
- Relevant job sheets/log books/project documentation;
• Membership of relevant professional associations, etc.

6.4 Applicants are required to complete the Credit Transfer form and provide evidence in support of each unit of competency for which Credit Transfer is sought. Forms of evidence may include:

• Statement of Attainment
• Statement/Record of Achievement
• Record of Results

6.5 Should the College representative suspect that the academic document presented as evidence has been altered or fraudulently created, contact will be made with the conferring institution to validate the claims of the candidate.

6.6 All evidence presented must be in the English language.

6.7 All evidence will be assessed and, if necessary, an interview held at which the applicant may provide additional evidence of the relevant competencies or demonstrate the relevant skills. For those applicants not living within reasonable travel distance to the College campus, this interview may be conducted by telephone. In such circumstances, prior to the telephone interview commencing the student must provide the College with a copy of all of the supportive evidence; these documents must have been verified by a Justice of the Peace or equivalent authority as being true copies of the original.

6.8 The College reserves the right not to recognise part or all of any previous experience if the assessor believes that the competencies or knowledge demonstrated and recorded fall significantly short of the industry standard as stated within the relevant National Training Package or accredited course.

6.9 There is a limit of seventy-five (75) percent to the amount of RPL or Credit Transfer that can be granted to any one student towards a qualification.
7. **RPL & Credit Transfer fees**

7.1 For non VET FeeHelp eligible courses, there are no fees for RPL or Credit Transfer applications.

7.1.1 The granting of RPL or Credit Transfer will result in a reduction in course fees. A $150 discount will be applied for each Unit of Competency for which RPL or Credit Transfer is granted.

7.2 For VET FeeHelp eligible courses, please refer to the Schedule of Fees published on the College’s website.

8. **Application procedure**

8.1 If a student feels that they may be eligible for an RPL, they should access and read Unit of Competency descriptors or Unit Outlines available from the VET Coordinator/Program Manager to ascertain if previous knowledge, skills or qualifications are relevant to the Units of Competency being delivered for the next Session.

8.2 should think carefully about what expertise has been acquired over time, in particular whether they have ‘depth’ of knowledge and/or strong skills in specific areas. They should then consult with the VET Coordinator/Program Manager for advice in relation to the process, and for details of the service fee that may apply.

8.3 Must submit applications for RPL or Credit Transfer to the VET Coordinator or Program Manager.

8.4 ensure that the application for RPL or Credit Transfer is submitted prior to the Unit of Study census date for courses that are VET FeeHelp eligible.

8.5 ensure that the application for RPL or Credit Transfer is submitted within 14 days of commencement date of the session for non VET FeeHelp eligible courses.

8.6 must understand that they may not be successful in all that they request within their RPL application. The College’s assessors carry an obligation to be sure the applicants can currently demonstrate all aspects of the national units of competency applicable.
9. Version Control and Change History

<table>
<thead>
<tr>
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<th>Amendment</th>
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<tr>
<td>1</td>
<td>17/09/13</td>
<td>17/09/13</td>
<td>General Manager UOW College</td>
<td>Development of policy to reflect RPL &amp; Credit Transfer forms and flowcharts</td>
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