

# Recognition of Prior Learning (RPL) & Credit Transfer (CT) Policy

## Purpose & Legislative Background

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Under Standard 3 of the Standards for Registered Training Organisations (RTOs) 2015, National Property College is required to implement a documented policy and process for assessing and granting course credits to the students. It will recognise and award credit transfer for students presenting with current competence. Clause 3.5 of Standards for Registered Training Organisations (RTOs) requires the learner to provide evidence in order to claim credit transfer. Where a student is seeking credit transfer for a unit of competency that is on our scope of registration and the student can provide documentary evidence that the unit has been previously awarded to the student, credit transfer will be awarded. It is important to note that credit transfer or credit transfer is not an assessment. It is an administrative function that determines the equivalence of a unit of competency the student has been previously awarded to units of competency incorporated into courses being delivered by National Property College. If the unit is the same or is equivalent, then the unit may be issued as a credit transfer. This is not to be confused with the recognition of prior learning which is a method of assessment. This policy provides a detailed guide on how the above is achieved at National Property College.

## Scope

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This policy is applicable to all current & prospective students and staff of National Property College who seeks credit towards their prior learning. This policy applies to the complete scope of National Property College.

## Policy

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The National Principles and Operational Guidelines for Recognition of Prior Learning (RPL) represent a set of national cross-sector guidelines to support the implementation of RPL as an important element of Australian education and training. At National Property College the granting of RPL and Credit Transfers will be established and maintained in accordance with:

- AQF National principles and operational guidelines for Recognition of Prior Learning Procedure
- Standards for Registered Training Organisations (SRTOs 2015)

RPL can be used for access and the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

National Property College will make RPL available to all students in compliance with the relevant Standards for Registered Training Organisations, SRTOs 2015.

RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

Assessment will be undertaken by a qualified assessor who has completed Certificate IV in Training and Assessment (TAE40116) or equivalent and meets the requirements as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and the relevant schedules (Schedule 1).

National Property College recognises course credit within the Standards for RTOs and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification

Candidates must apply for credit either through RPL or Credit Transfer. However, the submission of an application for RPL does not guarantee that an exemption will be granted.

Candidates seeking credit must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a college course.

If the granting of credit results in the shortening of the student's course, National Property College will amend the duration of the course. All records will be kept for a minimum of two years from the date student has ceased to be an enrolled student.

No fees will be charged for Credit Transfer applications.

Fees for RPL will be charged per unit of competency, calculated on a pro-rata basis on the total course fee. RPL fee will be in addition to the total course fee.

## RPL and Credit Transfer Procedure

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### **Credit Transfer Procedure**

The following procedure applies to Credit Transfer applications. There is no fee for Credit Transfers.

1. Students to complete the Credit Transfer Claim Form and attached all the required evidence. Original copies of the transcript and awards must be presented.
2. Make an appointment with the Course Coordinator or an officer designated by the Academic Manager to undertake RPL and Credit Transfer assessments. The student support officer will assist in making the appointment.
3. National Property College will assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form. Some units might have different codes under different training packages. Where required, units of competencies should be downloaded from training.gov.au to compare the competency standards and equivalency.
4. National Property College will grant necessary credits if eligible.
5. National Property College will make copies of the evidence for the student file.
6. National Property College will update student records on the student management system using appropriate code to recognise credit transfer.
7. National Property College will notify the student in writing advising the outcome of the application. A copy will be recorded in the student file.

## RPL Procedure

The following procedure applies to RPL applications. RPL fee may apply as per the college's Fee Schedule.

1. National Property College to provide RPL advice and a copy of the RPL Guide to the candidate. The academic Manager or a nominated trainer will provide the candidate with information on the RPL process, required evidence, unit contents, and RPL fee.
2. Students to complete the RPL Application Form and attached all the required evidence. A combination of formal and informal education and training, work experience and general life experiences can be used to determine prior learning.
3. Students to provide evidence of previous skills, knowledge and learning. Evidence could include work experience certificates, awards, previous qualifications, citations, evidence of work/projects completed, testimonials, etc.
4. Students to pay the RPL fee and apply with the nominated RPL officer along with all the evidence.
5. National Property College will acknowledge receipt of the application in writing. This will be emailed to the student.
6. National Property College's nominated assessor will assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form. If required, the candidate may be asked to provide verbal or written evidence of competency or demonstrate the competency in the assessor's presence.
7. National Property College will grant necessary credits if eligible. Partial credits may be granted if the evidence only satisfies a part of the unit.
8. If National Property College assesses the application as not successful, detailed responses will be documented on the form.
9. Copies of all documents provided as evidence must be stored on the student's file. All originals must be sighted by National Property College.
10. If successful, National Property College will update student records on the student management system using appropriate codes to recognise RPL.
11. If unsuccessful, students should be advised of their right to appeal the decision.
12. National Property College will notify the student in writing advising the outcome of the application. This will be sent to the student via email.

## Management Action and Responsibility

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The Academic Manager is responsible for effective implementation and management of this policy as well as the provision of information on ways to resolve complaints of breaches of this policy and procedure.

The Student Support Officer is responsible for collecting, verifying, assessing and filing evidence of competency and prior learning.

The CEO has overall responsibility for the implementation and review of this policy and procedure.  
Any complaints or breaches about this policy should be reported to the Chief Executive Officer.

## Definitions

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**Course Credit** is defined as ‘Exemption from enrolment in a particular part of the course as a result of the previous study, experience or recognition of a competency currently held, includes academic credit and recognition of prior learning.’

**Credit Transfer:** means transfer of credits from units of competencies achieved in formal and nationally recognised education and training systems to equivalent units of competencies, satisfying the required competency standards.

**Credit:** Exemption from enrolment in a particular part of the course as a result of the previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

**RPL:** Recognition of Prior Learning: means an assessment process that assesses an individual’s formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

**Units of Competency** means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

## Legislative Context

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**The legislative base for this policy is as follows:**

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (RTOs) 2015