

Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning

Relates to standards:	1.2, 1.3, 1.8, 1.12, 3.5, Table 1.8-1 and 1.8-2 Standards for Registered Training Organisations (RTOs) 2015 2.4, 2.5 ACT Standards for Delivery of Training – Skills Canberra AQF Definitions, AQF 2 nd Edition January 2013 Construction Occupations (Licensing) (Mandatory Qualifications) Declaration 2016 (No 1).
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 1 – Enrolment Policy & Procedure 4 – Assessment
Monitor and review:	Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
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Table of Contents

1. Policy Objective.....	2
2. Policy.....	2
Credit Transfer.....	2
Recognition of Prior Learning (Skills Recognition).....	2
Licensing requirements regarding Recognition of Prior Learning.....	2
Assessment.....	2
Assessment only.....	2
Enrolment.....	3
3. Procedures.....	3
Flow chart.....	3
Verification.....	4
Copies of original documents are to be taken as follows.....	4
Credit transfer is to be documented as follows.....	4
Recognition of Prior Learning is to be documented as follows.....	4
4. Version Control.....	4

1. Policy Objective

To ensure learners are made aware of the opportunities for Recognition of Prior Learning and Credit Transfer, prior to the commencement of training.

To accept and provide Credit Transfer and Recognition of Prior Learning.

2. Policy

Credit Transfer

AQF definition: *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.*

Credit Transfer (CT) is assessed for any learner holding AQF certification documentation issued by any other RTO or an authenticated VET transcript issued by the Registrar.

- CT is granted for identical units of Competency.
- CT is assessed and may be granted for non-identical units of Competency. The process involves mapping, comparing and evaluating to determine the equivalence in content and learning outcomes between different types of learning and/or qualifications.

Recognition of Prior Learning (Skills Recognition)

AQF definition: *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 for credit.*

Recognition of Prior Learning (RPL) assessments are provided with the same academic rigour as given to learners attending the full course of study through our training college and are carried out in accordance with the Principles of Assessment and the Rules of Evidence in *Table 1.8-1 and 1.8-2 Standards for Registered Training Organisations (RTOs) 2015*.

RPL is assessed for any learner who formally applies for RPL or where RPL opportunities are identified during the Initial Skills Assessment.

RPL does not guarantee completion. Attendance of courses or further training may be required where a skills gap is identified.

Licensing requirements regarding Recognition of Prior Learning

The *Construction Occupations (Licensing) (Mandatory Qualifications) Declaration 2016 (No 1)* states that in order to receive a Construction Occupation Licence - Electrical in the ACT, UEENEEG105A - Verify compliance and functionality of low voltage general electrical installations must not be obtained through RPL.

As a result we do not offer UEENEEG105A - Verify compliance and functionality of low voltage general electrical installations through RPL.

Note: UEENEEG105A is commonly referred to as the 'Capstone' assessment.

Assessment

In accordance with: Policy & Procedure 4 – Assessment

Assessment only

Assessment only pathways are not offered for Certificate III in Electrotechnology Electrician – UEE30811. Please

refer to Recognition of Prior Learning sections of this policy.

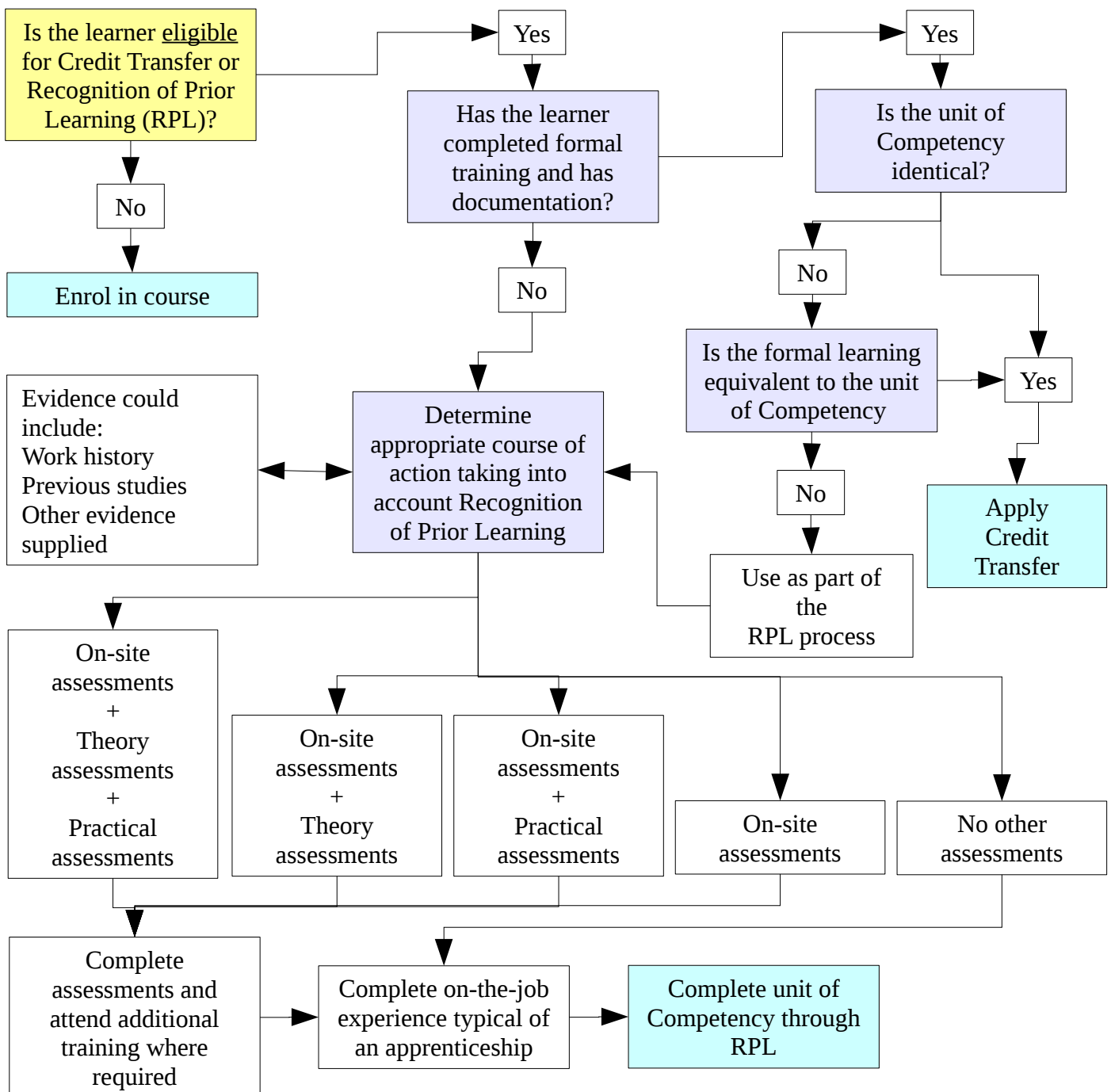
Where an apprentice has transferred to our Registered Training Organisation (RTO) however was not able to secure a Statement of Attainment for an individual unit of Competency from the previous RTO, an assessment only approach may be appropriate in accordance with the Recognition of Prior Learning requirements of this policy. However to be eligible the apprentice must be able to demonstrate previous enrolment, such as with an unofficial transcript and be able to demonstrate sufficient industry experience within an electrical apprenticeship training contract.

Enrolment

Credit Transfer and Recognition of Prior Learning is offered at the time of enrolment in accordance with: Policy & Procedure 1 – Enrolment.

3. Procedures

Flow chart



Verification

Reasonable steps are taken to verify that AQF certification documentation or VET transcripts issued by the Registrar are genuine.

Copies of original documents are to be taken as follows

'Original witnessed by', 'signature' and 'date' are to be written or stamped on the document.

Documents are filed on the learner files under 'Certificates'.

Credit transfer is to be documented as follows

- Additional copies of the AQF certification documentation or VET transcripts issued by the Registrar, are made for each unit of competency and the applicable unit of competency is circled.
- Credit transfer sheets are completed for each Unit of Competency and include:
 - Learner name
 - Trainer and Assessor name
 - Date
 - Trainer and Assessor signature
- Both documents are filed together under the relevant unit of Competency on the learners file.
- Results are documented in our internal assessment database.
- Results are reported through our Learner Management System.

Recognition of Prior Learning is to be documented as follows

- Additional copies of evidence supplied are made for each applicable unit of competency.
- Additional copies of the AQF certification documentation or VET transcripts issued by the Registrar, are made and the applicable unit of competency is circled.
- The decision as to the extent to which the supplied evidence can be used towards RPL, is written or stamped on the document using the following phrases or equivalent statements:
 - “RPL granted in part, requires theory assessments, practical assessments and on site assessment”.
 - “RPL granted in part, requires theory assessments and on site assessment”.
 - “RPL granted in part, requires practical assessments and on site assessment”.
 - “RPL granted in part, requires on site assessment”.
 - “RPL granted in full”
- All documentation includes the Trainer and Assessor's name, signature and date, written or stamped on the document.
- All relevant documents are filed under the relevant unit of Competency.
- Results are documented in our internal assessment database.
- Results are reported through our Learner Management System.

4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/9/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/2/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Added Recognition of Prior Learning Extended procedures. Revision after staff consultation prior to release of V2.

V3	26/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Changes of tense from future to present Updated Credit transfer to cover Credit transfer sheets. Changed numbering as part of full P&P realignment Clarified Assessment only Added flow chart Added definitions and content
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