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DOCUMENTS:

– Credit Transfer Application

– RPL Application

REFERENCES:

– RPL Model

– Recognition & Credit Transfer Guidelines

RELEVANT  
STANDARDS

– Standards for Registered Training Organisations (RTOs) 2015

– ELICOS National Standards

– Education Services for Overseas Students (ESOS) Act 2000

– National Code of Practice for Providers of Education and Training  
to Overseas Students 2018

AUTHORISED:



DATE

06/06/2018

POSITION:

CEO

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### PURPOSE

The purpose of this document is to:

- ♦ clarify AIBT's policy in regard to providing status under Credit Transfer and/or Recognition of Prior Learning arrangements;
- ♦ provide guidance to stakeholders and in particular Assessors as to the procedure required for CT and RPL.

### POLICY

AIBT's policy in relation to National Recognition is to recognise learners' AQF qualifications and statements of attainment issued by any other Australian Registered Training Organisation (RTO) including TAFE.

It is the policy AIBT to recognise through Credit Transfer (CT) and/or Recognition of Prior Learning (RPL) the experience, knowledge, skills and former studies of learners.

Learners may apply to have previous study, informal and formal training, acquired knowledge, work experience and/or life experiences recognised for credit toward courses or qualifications they undertake.

CT, RCC and/or RPL decisions will be valid, fair, reliable, authentic and flexible.

Learners may apply for both CT, RCC and RPL, and there is no limit to the status which can be given towards a qualification or accredited course.

### DEFINITIONS

- Credit Transfer : applies to units which the learner has completed with another or the same Australian Registered Training Organisation (RTO) and which either is the same as or aligns substantially in content and competency outcomes with the relevant qualification or training package. Such credit may be considered in relation to a qualification or individual unit(s).
- Recognition of Prior Learning : The acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a unit. It can lead to a full qualification in the VET sector.
- Recognition of Current Competency : The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained. In this case no

extra skills or competencies are nationally recognised. RCC may be required for trade licensing purposes.

### **GUIDELINES**

Please refer to Recognition & Credit Transfer Guidelines for comprehensive guidelines and procedure.

### **RESPONSIBILITY**

#### **CEO**

It is the overall responsibility of the CEO to ensure that AIBT complies with National Recognition standards.

#### ***Training Coordinator***

It is the responsibility of Training Coordinator to ensure that:

- RPL, RCC and CT are conducted as per AIBT's guidelines and standards and that all candidates are treated fairly and equitably;
- RPL, RCC and CT are only conducted by:
  - appropriately qualified assessors; or
  - a trainer supervised by an appropriately qualified assessor. RPL, RCC and CT must be signed off by the assessor;
  - appropriately qualified assessor in collaboration with an industry qualified expert.
- Candidates dissatisfied with a RPL, RCC and CT decision are provided with access to the AIBT Appeal Process (Learning & Assessment).

#### **Assessors**

It is the responsibility of Assessors to ensure that:

- their professional development is at a level that ensures their expert ability to provide RPL, RCC and CT appropriately for candidates;
- all candidates are treated fairly and equitably in line with AIBT guidelines and VQF compliance;

#### **Staff**

It is the responsibility of all staff to acquaint themselves with the process RPL, RCC and CT ensuring prompt and knowledgeable responses to candidate enquiries.