



THE CENTRE OF EXCELLENCE

Credit Transfer/Recognition of Prior Learning (RPL) and National Qualification Recognition (NQR)

Definitions

National Qualification Recognition (NQR) is an administrative process where the RTO recognizes that the student has already completed Unit(s) of Competency attained through prior training at another RTO. The unit codes and name must be the same for NQR to apply. There is no charge to the student for NRQ.

Credit transfer is training credit for a Unit of Competency previously completed by the student. Credit transfer is essentially an administrative process and not a formal enrolment in a course or units of competency. Credit transfer applies where the Unit of Competency attained previously by the student does not have exactly the same unit code or unit name but where the training package states that it is equivalent to the unit of competency being sought. Credit transfer assesses the initial course or unit of competency that the student is using to claim access to, or the credit in, a destination course. The assessment determines the extent to which the student's initial course or subject is equivalent to the required learning outcomes, competency outcomes or standards in a qualification.

Recognition of Prior Learning (RPL) involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency outcomes. For national reporting, RPL does not include any additional training at the Unit of Competency level. Where training activity is required to grant the Unit of Competency the assessment outcome is no longer an RPL assessment.

Application

The following table summarises application of each processes based on the evidence provided by the candidate.

Evidence	Process	Process type	Charges to candidate
Statement of attainment from an RTO with exact match of unit code and name	National Qualification Recognition	Administrative process	No Charge to student for applicable units
Statement of attainment from an RTO with slightly different unit codes or name of unit	Credit transfer	Assessment process	Charge for administration work in accordance with Fees and Charges policy
Result and Syllabus of formal course undertaken previously at any institution	Credit transfer	Assessment process	Charge for administration work in accordance with Fees and Charges policy
Informal course outcomes and content and/or third part reports, and/or samples of work	Recognition of prior learning	Assessment process	Charge for administration and assessment work in accordance with Fees and Charges policy

PROCEDURE

National Qualifications Recognition (NQR)

The application process requires applicants to provide evidence of previous qualifications and statements of attainment.

The compliance manager reviews the documents provided by the applicants for courses to check whether the applicant has completed any of the units of competency required for the



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course. Where an applicant has attained competency in a unit of competency with the same unit code and name he/she is not required to train in that unit(s). The compliance manager records the competency as a credit transfer (CT) on the student record at time of enrolment.

Credit Transfer (CT)

Where the applicant for a course provides evidence that they have completed a unit of competency for a similar unit of competency but either the unit code or the name differ from the required unit of competency, the Compliance Manager will investigate whether the unit of competencies are equivalent according to the relevant training packages. Where equivalence is determined the applicant is not required to train in the unit and a credit transfer result is recorded on the student record.

Where a gap is found between the unit of competency attained and the one required for the current course an RPL process may be undertaken to investigate whether further evidence would be sufficient to support the claim of competence.

Recognition of Prior Learning (RPL)

The Centre of Excellence has an RPL tool kit which must be used to gather evidence required for an RPL assessment. This tool kit is provided to the applicants on request for an RPL assessment.

To recognise prior learning it is necessary to:

- ensure that candidates know that RPL provides an alternative pathway to course attendance
- determine in consultation with the candidate, the learning, skills and knowledge that the candidate is able to demonstrate against the learning outcomes or performance criteria of the course or qualification for which the candidate is seeking entry or the award of credit
- determine whether any further evidence is needed to support the claim of competence and arrange for appropriate additional learning experiences or gap training where appropriate
- conduct an assessment that confirms competence.

A task-based model for RPL

A process for RPL has been developed that promotes holistic, task-based assessment, and which focuses upon relating assessment activities to actual job tasks. The intention of this model is to streamline and simplify recognition processes for prospective candidates.

Preparation/information provision to candidate

In planning for any assessment, assessors need to provide adequate information prior to, throughout and after a training and assessment experience. They need to be fully aware of the needs of the candidate, any relevant workplace personnel and the requirements of the Training Package unit of competency or qualification.

Information is to be provided to the candidate about the assessment process. It will give particular advice regarding how the candidate can demonstrate their competence and any documentary evidence a candidate may wish to gather to support their application. Each industry has unique documents that can provide evidence of experience and competence.

However, the focus of the new streamlined holistic assessment process is to focus on demonstrated skills and knowledge and not to rely on documentary evidence as the main source of evidence.

Some examples of documentary evidence that can support the process include:

- licences
- brief CV or work history
- certificates/results of assessment



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- tickets held eg forklift, crane etc
- photographs of work undertaken
- diaries
- task sheets/job sheets
- log books
- site training records
- pay slips
- membership of relevant professional associations
- references/letters/third party verification reports from previous employers/supervisors
- industry awards
- performance appraisals.

These items may be used to support the candidate's claim to competency throughout the RPL process. However, they should not be seen as a sole or sufficient determinant of competence, which is more properly and effectively assessed through interaction, dialogue and the practical demonstration of tasks.

The steps

Following this preparatory stage of providing information to the candidate about the assessment process, and determining the job tasks and any clustering of competencies appropriate for the candidate, four steps toward RPL assessment are recommended.

Step 1: self-assessment completed by candidate

Step 2: interview with assessor

Step 3: demonstration/observation of tasks

Step 4: provision of further supporting evidence