

Credit Transfers and Recognition of Prior Learning (RPL) Policy-VET

1. PURPOSE

This policy's purpose is to guide staff and students regarding Credit Transfers and Recognition of Prior Learning (RPL) applications. TrEd College (TC) acknowledges the need to provide effective and equitable student pathways for study from other institutes or providers.

- a. TrEd College will abide by the requirements for Registered Training Organisations (RTOs) and undertake the process of Credit Transfer and Recognition of Prior Learning (RPL) where appropriate.
- b. Competencies already held by students can be formally assessed against the relevant units of competency of a training package.
- c. *For the Diploma of Nursing program, credit transfer will only be considered where students have come from an ANMAC-accredited and NMBA-approved Diploma of Nursing program, as sighted on the NMBA Approved Program of Study List*
- d. TrEd College staff will provide information to students on what is involved in Credit Transfer and RPL, advice and support available, costs and fees and the normal time frame for recognition and assist them in deciding whether to seek recognition.

Note: International students on a student visa who are enrolling on the HLT54121 Diploma of Nursing program will NOT be granted Credit Transfer or RPL for any units from an overseas qualification and overseas transcript.

2. SCOPE

- a. This policy applies to:
 - i. All VET Students
 - ii. All VET Staff
 - iii. All Admissions and Student Services Staff
 - iv. All VET Enrolled Nurses, accredited training packages
- b. Where a student has completed a program of study from another provider that covers the same (or superseded but equivalent to) unit(s) of competency, the student may apply to have these unit(s) of competency recognised towards the same (or equivalent) unit(s) of competency covered in the student's chosen study program, offered by TrEd College.
- c. TrEd College has established this Credit Transfer and RPL Policy to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015.

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- d. The TC team has developed and implemented the Policy to support and provide clear instruction and guidance to students and TC staff in reviewing and processing applications for Credit Transfer and RPL.
- e. This policy applies to all cases where students seek credit for previously completed and formally assessed learning.
- f. This policy applies to all people applying to enter a TC program of study to be guided on the Credit Transfer and RPL policy and process.
- g. The Australian Quality Framework (AQF) provides learning outcomes (knowledge skills, application of knowledge and skills) for each AQF level and qualification.
- h. The Framework is used as the basis for assessing applications for credit transfer and applications for prior learning based on the volume and level of learning of prior study when compared to the program/course for which credit is sought.

Please see AQF for a credit transfer explanation. <https://www.aqf.edu.au/>

3. Policy Principles

- a. Credit transfer and recognition of prior learning arrangements are designed to:
 - i. comply with the Standards for Registered Training Organisations (RTOs) 2015, including the clause related to accepting and providing credit to students – clause 3.5.
 - ii. for the Diploma of Nursing program, a credit will only be considered where students have come from an ANMAC-accredited and NMBA-approved Diploma of Nursing program, as sighted on the NMBA Approved Program of Study List.
 - iii. ensure students are aware of the opportunity to apply for credit for unit/s of competency.
 - iv. remove duplication of learning and promote a continuum of learning.
 - v. enable students to gain a qualification in minimal time provided that the qualification's quality, integrity, and standing are not diminished in the process.
 - vi. facilitate student mobility between institutions.

4. DEFINITIONS

- a. **Australian Qualifications Framework (AQF)**- The framework for regulated Australian education and training system qualifications.

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- b. **Authenticate** - Refers to the process of proving or showing a qualification, statement of attainment or record of results to be true, genuine, or valid.
- c. **Credit** - the value assigned to equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit granted provides the student with advanced standing in their course (i.e., reduces the amount of learning required to achieve a qualification).
- d. **Credit Transfer** - Credit transfer is the recognition of a student's learning achieved through formal education and training.
- e. The Australian Qualifications Framework (AQF) explains credit transfer: "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).
- f. **Evidence** - Information that, when matched against a unit of competency or module, provides proof of competency.
- g. **Formal Learning** - Refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma, or university degree)
- h. **Informal learning** - Refers to learning that results through the experience of work-related, social, family, hobby, or leisure activities.
- i. **Non-formal learning** - Refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)
- j. **Pathways** - learning scaffolding that allows students to move through qualification levels with full or partial recognition of the learning outcomes from the qualification they have already achieved.
- k. **Recognition of Prior Learning (RPL)** - Recognition of prior learning (RPL) is an assessment process that involves the 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.
- l. **RPL Assessment** - Recognition of skills and knowledge involved in a unit of competency attained through relevant work and/or life experiences. Credit for course unit(s) may be granted where appropriate and sufficient evidence is provided to demonstrate that learning outcomes or competencies have been previously attained and have been retained by the student.

5. Responsibilities

- a. TrEd College is committed to ensuring its practices comply with the RTO 2015 in recognising the qualifications and statements of attainment awarded to students by other Registered RTOs.
- b. *Please see ASQA standards <https://www.asqa.gov.au/standards/enrolment/clause-3.5> as a guide when assessing Credit Transfer applications.*
- c. Student and potential students, who hold a qualification(s) or statements of attainment from other institutions that cover the same units of competency as those covered in the relevant TC course or program, may have these achievements recognised by TC and may receive the appropriate transfer of credit against TC programs.
- d. All students will be made aware of their right to apply for a Credit Transfer through the Student Handbook, available on TC's website and/or through consultation with TC staff.
- e. All admissions and enrolment forms include a section requesting information from students regarding academic history.
- f. Students and potential students who have completed prior studies and would like to apply for credit transfer or RPL can access a credit transfer application form either online or from the campus directly.
- g. The National Training Manager and/or delegate assessor will assess potential students' Diploma of Nursing credit transfer applications. A decision will be made based on each individual application.
- h. The Admissions Department or Enrolment Officer may use similar applications from completed applications to pre-assess students' eligibility for credit transfer, with the final approval by the National Training Manager.
- i. A qualified academic staff member with the relevant discipline of practice may assess applications for credit transfer with the final approval by the National Training Manager.
- j. The Admissions Department may apply internal like-for-like subject credit transfer for non-Nursing students.

h. NB: From 1 July 2017, the Nursing and Midwifery Board of Australia has changed its

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policies relating to credit transfer and the recognition of prior learning to now state that credit transfer or the recognition of prior learning must be consistent with AQF national principles and the graduate's ability to meet the NMBA Enrolled nurse standards for practice.

- i. **Credit will only be considered where students have come from an ANMAC-accredited and NMBA-approved Diploma of Nursing program, as sighted on the NMBA Approved Program of Study List.**

6. CREDIT TRANSFER

- a. TrEd College recognises relevant AQF qualifications and/or Statements of Attainment issued by any other RTO.
- b. This recognition means that students may be granted exemptions from undertaking these units of competency in a course program they have enrolled in if they have completed the same unit(s) of competency with TC or another education provider (RTO).
- c. Information on Credit Transfer must be provided to students prior to enrolment.
- d. Relevant staff will be provided with information about the Credit Transfer application process to properly assist students in completing applications.
- e. If the unit(s) of competency is not equivalent, then an RPL process is required to determine the currency of the units of competency indicated on the transcript and the gap training and assessment requirements.
- f. The student must provide evidence of satisfactory completion of this unit from another RTO. The evidence provided, such as *an original transcript or a certified true copy* of a record, must be cited and verified by the delegated assessor within TC, and this may require contacting the relevant RTO or its successor to ensure the result's validity.
- g. Credit may be granted based on prior formal learning that is deemed equivalent when considering the learning outcomes, the learning volume, a program of study (including content), and learning and assessment approaches; equivalence needs to be 100%.
- h. For the Diploma of Nursing program, the credit will only be considered where students have come from an ANMAC-accredited and NMBA-approved Diploma of Nursing program, as sighted on the NMBA Approved Program of Study List)
- i. Where the unit is not an exact match, that is, it is not directly equivalent, then the unit must be mapped against the current unit to ensure competence exists.
- j. Where it is a similar or older unit, then a Recognition of the Prior Learning process must occur. This includes mapping the unit from old to new, observing the unit's modification history and ensuring knowledge and skill gaps are covered through knowledge challenges, professional conversations and direct observation when required.

- k. Clinical Placement Hours for Diploma of Nursing program
- The application of credit applies equally to the clinical and theory content of the TC Diploma of Nursing program. Where clinical placement occurs within a unit, the theory and practice components are inseparable, Credit and RPL **WILL NOT** be given to one part only.
 - Clinical placement hours already completed in any Certificate III or Certificate IV qualification in healthcare **DO NOT** count towards any clinical placement hours required for the HLT54121 Diploma of Nursing Qualification.*
 - Equivalent units (same unit code, same unit title) that **do not require** Clinical Placement from TC Diploma of Nursing program, completed by the student from an ANMAC accredited and NMBA approved Diploma of Nursing program, as sighted on the NMBA Approved Program of Study List.
 - Equivalent units that **require** Clinical Placement from TC Diploma of Nursing program, completed by the student from an ANMAC accredited and NMBA approved Diploma of Nursing program (as sighted on the NMBA Approved Program of Study List), **WILL NOT** be granted credit and will be required to complete **440 Clinical Placement hours** as per the designed TC Diploma of Nursing program.
- l. Students may be granted a credit for any unit that they successfully completed at any other Registered Training Organisation (RTO) as part of their chosen course of study in TC ***except for the Diploma of Nursing, where the credit will only be considered where students have come from an ANMAC accredited and NMBA approved Diploma of Nursing program, as sighted on the NMBA Approved Program of Study List.***
- m. Credit Transfers can be granted under the following circumstances:
- For TC courses, **except the Diploma of Nursing program**, when the unit has the same code and title, even if it is not from the same Training Package.
 - For the Diploma of Nursing program, a credit will only be considered where students have achieved competency from an ANMAC-accredited and NMBA-approved Diploma of Nursing program and equivalent in content and learning outcomes.
 - The evidence provided is to be verified by the administration officer, and the findings are documented on the credit application form. The evidence provided must be the *original or a certified true copy* of the document/s. The identified RTO or its successor may be contacted to ensure the result's validity.
 - Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files.
 - The National Training Manager and/or delegated assessor will determine the outcome of the application and, if required, conduct further checks regarding the application and/or authenticate supporting documents.
 - Units granted Credit Transfer must be recorded as "CT" on the corresponding unit outcome in the students.

file by the Administration Officer.

- vii. The student tuition fees must be adjusted for subject exemption because of credit transfers.
- viii. International students that have completed the study in Australia and have been awarded a qualification or Statement of Attainment of unit/s under the AQF will have their qualification and/or units of competency recognised and a credit transfer (CT) granted for equivalent units.
- ix. For the Diploma of Nursing program, the credit will only be considered where students have come from an ANMAC-accredited and NMBA-approved Diploma of Nursing program.
- x. International students that have completed *studies outside of Australia* **WILL NOT** be granted credit transfer for any study that has not been completed in Australia under the AQF.
- xi. Students will not be granted RPL against the HLTENN-coded units unless the person is requesting RPL from the superseded HLT54115 Diploma of Nursing qualification, and all units will require gap training and assessments to meet the new performance and knowledge evidence required for new HLTENN-coded units.
- n. The credit transfer process involves:
 - i. Submitting supporting documents which may be in the form of a Nationally Recognised Qualification Certificate, Transcript and/or a Statement of Attainment, which corresponds with the same qualification code and name, unit code and title as those included in the student application and date/duration of the course.
 - ii. The documentation is authenticated via a series of checks against the issuing RTO's registration on training.gov.au and scope of delivery.
 - iii. As part of TC's quality assurance process, the National Training Manager or delegate is responsible for verifying all qualifications and documentation with the issuing body to ensure that they are authentic and current as per the standard for RTOs 2015.
- o. Check 1: Verification of the Qualification Transcript and/or Statement of attainment - The National Training Manager or appointed delegate will contact the issuing RTO to verify the qualification transcript and/or statement of attainment via email.
- p. Check 2: Verification through Student USI Portal - Students will need to log into their USI account to give TC permission to view their USI transcripts for TC to verify units that students are seeking credit transfers for.
- q. Without permission provided by the student, TC will be unable to authenticate qualifications transcripts and/or statements of attainment through the USI portal.
- r. The administration team are to take screenshots as evidence and upload them to the student's account in the Student Management System (SMS – RTO Manager).
- s. Mapping, comparing and evaluating the extent to which the learning outcome, discipline content, and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the corresponding individual components of the student's applied study of program with TC.

**For the Diploma of Nursing, units applied for credit transfer considered elective unit/s in TC's Diploma of Nursing Program must be assessed and verified as contextualised to nursing practice to be recognised for credit.*

- t. Professional judgment regarding the credit to be assigned between the matched components of the two qualifications.
- u. Making a conclusion to award credit to unit/s that have been assessed and mapped successfully against TC's study program.
- v. The student may also be asked to provide evidence of currency of the knowledge and skills in the qualification or statement of attainment for which credit is sought.
- w. The amount of credit to be granted will be dependent on the equivalence of learning. The learning objectives, the volume of learning and the level of learning that the educational and professional context of learning is considered in determining the application of credit.
- x. TC reserves the right not to recognise part or all of a student's prior learning where it is deemed not equivalent or where credit transfer is prohibited by course rules (e.g., content/delivery is unique to the TC or due to requirements of external accreditation bodies).
- y. If Credit Transfer is not granted, then no result is recorded, as the student will continue with a learning and assessment pathway.

7. RECOGNITION OF PRIOR LEARNING

- a. Recognition of Prior Learning (RPL) must be structured to minimise the cost and time to applicants whilst retaining the integrity required by the AQF to recognise competencies in accordance with the requirements of Standards for RTOs and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students are met.
- b. Students applying for RPL must provide sufficient details and supporting evidence of competency to enable the assessor to make a valid assessment decision.
- c. The National Training Manager or designated delegate will guide the students in determining acceptable evidence and in completing and submitting their application for RPL.
- d. On applying for RPL, students are provided with:
 - i. information and support to enable them to gather reliable evidence of competency.
 - ii. an RPL Application Form
 - iii. key information for the units they seek, the unit of competency and the associated assessment requirements or a link to the current version.
 - iv. guidelines as to possible sources of evidence; for competencies that may have been developed through formal education and training, work experience or informal

- learning, a written statement from an appropriate supervisory person is required to confirm the authenticity of any work submitted or competencies assessed.
- v. an RPL Toolkit for the relevant units, e.g., HLT54121 Diploma of Nursing (For a person who has completed the superseded qualification HLT54115 Diploma of Nursing.)
 - vi. opportunities to obtain feedback on the evidence proposed prior to the finalisation of the application.
- e. It is accepted that RPL is an assessment of an individual's current knowledge, skills, and attitudes, even though the evidence produced in support of the claim for recognition may be drawn from the past.
 - f. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills, and attitudes.
 - g. Where the unit is not directly equivalent (similar or older unit), then an RPL process must occur, and the unit must be mapped against the current unit to ensure competence exists.
 - h. This includes mapping the unit from old to new, checking the unit's modification history and ensuring knowledge and skill gaps are covered through performance evidence, knowledge challenges, professional conversations, and indirect written assessments.
 - i. To apply for RPL, the student must provide current, quality evidence of their competency against the relevant unit of competency.
 - j. This evidence may take a few forms, including certification, references from past employers, client testimonials, clinical logbooks and work samples.
 - k. As with all assessments, the assessor must be confident that the student is currently competent against the endorsed unit(s) of competency. Application for RPL can be made by:
 - i. submitting a portfolio of evidence
 - ii. demonstrating skills in workplace performance
 - iii. knowledge challenges and written assessments
 - iv. Professional conversations
 - l. Ultimately, the responsibility for gathering and submitting evidence is the students. The student must provide sufficient evidence to satisfy the assessor that they currently hold the relevant competency.
 - m. In judging the evidence, the assessor must ensure that the evidence of prior learning is:
 - i. authentic (the student's own work)
 - ii. valid (directly related to the current version of the endorsed unit of competency)
 - iii. reliable (shows that the student consistently meets the endorsed unit(s) of competency)
 - iv. current (reflects the student's current capacity to perform the aspect of the work covered by the unit(s) of

competency) and

- i. sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills and in sufficient quantity to satisfy the volume of assessment required).
- n. Currency for RPL will be determined through knowledge and challenge tests. For clinical skills, the student will be required to show currency of practice through a logbook with sign-off from an approved health provider with competence in the skills area sign-off or an equivalent process.
- o. If the assessor has any reservations regarding the evidence provided, or the student's ability to demonstrate competence as per the above guidelines adequately, TC reserves the right to request the student to undertake a challenge (performance) test in order that RPL can confidently be granted.
- p. Clinical placement hours already completed in any Certificate III or Certificate IV qualification in healthcare DO NOT count towards any clinical placement hours required for the HLT54121 Diploma of Nursing Qualification.
- q. Students will not be granted RPL against the HLTENN-coded units unless the person is requesting RPL from the superseded HLT54115 Diploma of Nursing qualification, and all units will require gap training and assessments to meet the new performance and knowledge evidence required for new HLTENN-coded units.
- r. TC has taken into consideration the scope of practice for health-related qualifications and will not grant RPL against HLTENN units from the CHC43015 Certificate IV in Ageing Support and specifically HLTHPS007 Administer and monitor medications.
- s. If the RPL application is unsuccessful, the student may be given the opportunity to gather further evidence and submit for re-assessment. If unsuccessful; if there is no further evidence available, or if the student wishes not to pursue the RPL process further, then the full course learning and assessment pathway is offered.
- t. Recognition of Prior Learning - International Students against a specific course program:
 - i. International students that have completed study overseas and were awarded a qualification in Nursing or healthcare occupation from an overseas educational institute and wishing to complete study in Australia on an international visa will not be granted any RPL against the Australian qualification HLT54121 Diploma of Nursing qualification.
 - ii. TC has taken into consideration the scope of practice for health-related qualifications and will not grant RPL against any HLTENN-coded units from units completed in the CHC43015 Certificate IV in Ageing Support by international and domestic students.
- u. Recognition of Prior Learning - for specific course programs that have clinical placement hours:

- i. International and domestic students that have completed clinical placement hours in the CHC33015 Certificate III in Individual Support **DO NOT** count towards any clinical placement hours required for the CHC43015 Certificate IV in Ageing Support.
- ii. International and domestic students that have completed clinical placement hours already completed in CHC33015 Certificate III in Individual Support and CHC43015 in Ageing Support **DO NOT** count towards any clinical placement hours required for the HLT54121 Diploma of Nursing Qualification. Students are required to complete 440 hours of clinical placement under the HLT54121 Diploma of Nursing Qualification
- v. The assessor reviews the evidence to determine whether the student can demonstrate the claimed competencies. Assessors are required:
 - to be fair, ethical, and reasonable during all parts of the assessment process
 - to be familiar with the field, with relevant industry standards and with assessment methods and procedures appropriate for RPL
 - to make proper assessment decisions based on explicit evidence of competency as documented above.
 - to expedite assessment and avoid unnecessary delay.
 - to use cost and time-effective methods appropriate to the assessment rigour necessary and level of risk.
 - to systematically review the evidence provided in the Application form/RPL Toolkit and through interviews, logbooks, workplace assessments, and/or performance tests.
- w. Post-assessment guidance assists the student and the organisation to obtain feedback and evaluation concerning the RPL process.
- x. The assessor is required to:
 - i. provide clear, prompt, and constructive feedback and review the results with students.
 - ii. advise students concerning their learning/development plan.
 - iii. inform unsuccessful students about appeals provisions.
 - iv. obtain feedback from the student on the RPL process.
 - v. provide the student with feedback about the RPL process is collated to find ways to improve the service.
- y. Using the appropriate RPL toolkit, the assessor records the evidence considered, assessment outcomes and the competencies confirmed, plus sufficient summary evidence for third parties. Original records are kept in case of appeal and for RTO compliance.
- z. TrEd College developed an RPL toolkit for the HLT54121 Diploma of Nursing. These tools have been developed to assist domestic students who have previously completed the HLT54115 Diploma of Nursing and have enrolled on the HLT54121 Diploma of Nursing who are seeking RPL.

- aa. The toolkit will ensure that all training package requirements are met, and evidence provided is sufficient, valid, authentic, and current.
- bb. The toolkit also assists in providing an easier approach for the student whilst preserving the appropriate level of assessment rigour. During the RPL process, the student will be asked to:
 - i. provide details about how current and previous employment, training, and other learning relate to the unit requirements.
 - ii. complete a self-evaluation of the knowledge and skills they possess against the unit criteria and provide evidence of the completion of those competencies.
 - iii. engage in a competency conversation to discuss their knowledge and skill with the assessor.
 - iv. complete workplace tasks
 - v. provide validation from a workplace representative and third-party report about typical workplace performance.
- cc. If the student's application is unsuccessful, they may be given the opportunity to gather further evidence and submit it for re-assessment.
- dd. If no further evidence is available or the student wishes not to pursue the RPL process further, then the full course learning and assessment pathway is offered.
- ee. If the assessment application successfully demonstrates competency, the National Training Manager finalises the results and recommends appropriate certification or exemption from the unit.
- ff. The decision is then forwarded to the delegated administration officer for entry and recording into the student Management system RTO manager. Any certification exemption issued is entered on the student record as either CT or RPL.

8. OUTCOMES

- a. The student will be contacted within 21 days about the RPL and/or credit transfer application via the student's nominated email and be informed of the outcome, which will be one of the following:
 - i. Application successful and credit granted, current competencies recognised
 - ii. Application suspended pending student providing further information/evidence
 - iii. Application rejected. The student may seek to undertake a formal assessment for those credits, exemptions, and current competencies noted in the student's application (assessment only pathway)
 - iv. Application rejected. The student may appeal, and the application may be reassessed. If required, the National Training Manager will make a final decision.

9. DOCUMENT CONTROL

a. Document Version History

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b. Document Review and Approval

Name Person	Position / Role	Function Owner/author/review/approve
Leena Panicker	National Training Manager	Document / Owner/Author/ Review
Harmeen Kaur	General Manager	Review
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