

# TAFE Recognition of Prior Learning (RPL) and Credit Transfer (CT) Procedure

## Section 1 - Purpose / Objectives

(1) Victoria University Institute of Technology (VUIT) is committed to recognising the existing skills and experience of its students through a well-structured and streamlined Skills Recognition Process. This Procedure provides guidance and advice in the provision of Recognition of Prior Learning and Credit Transfers to students or prospective students.

## Section 2 - Scope / Application

(2) This Procedure applies to all TAFE programs offered at Victoria University, except those undertaken through the Skilled Migrant Assessment Service (SMAS).

## Section 3 - Definitions

(3) Skills Recognition is the process by which the existing knowledge, skills and experience of students and prospective students are given formal recognition. Skills Recognition includes Credit Transfer (CT). Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC).

(4) Recognition of Prior Learning (RPL) is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a. 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);
- b. 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); and
- c. informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

(5) Credit Transfer is credit given based only on documentary evidence such as statement of attainment / qualifications.

(6) Recognition of Current Competency applies only where an individual is required to maintain current competency in one or more units of competency linked to a licence or regulatory requirement. To meet these requirements, individuals may present for re-assessment in units previously attained.

(7) Candidate is the person seeking Skills Recognition.

# Section 4 - Policy Statement

(8) [Student Retention and Success Policy](#).

## Section 5 - Procedures

### Part A - Roles and Responsibilities

Role	Responsibilities
Marketing	<ol style="list-style-type: none"><li>1. Ensure that there is appropriate and clear information on the website to explain the Skills Recognition Process, including fees and charges to prospective students.</li><li>2. Ensure there is reference to Skills Recognition options on each TAFE course program on the website.</li><li>3. Ensure that marketing materials developed for any course include information on Skills Recognition</li></ol>
Managers	<ol style="list-style-type: none"><li>1. Ensure that students seeking admission to courses are given the opportunity to apply for Skills Recognition prior to enrolment.</li><li>2. Develop and submit delivery plans for individuals seeking skills recognition if required.</li></ol>
Assessors	<ol style="list-style-type: none"><li>1. Prepare master Skills Recognition Candidate Kit and Skills Recognition Assessor kits for the course. Alternatively, set up the online Skills Recognition Kit.</li><li>2. Contact students who declare existing skills or experience prior to enrolment.</li><li>3. Conduct initial interview and self-assessment, prior to enrolment if possible.</li><li>4. Prepare enrolment documentation for candidates deciding to proceed with Skills Recognition Process.</li><li>5. Conduct the Skills Recognition Process according to guidelines provided in this Procedure and in the Skills Recognition Assessor Kit, within one month of the finalisation of the candidate's enrolment.</li><li>6. Ensure final outcomes of Skills Recognition Process, along with supporting documentation are provided to the Student Service Centre for processing. Include request for Qualification or Statement of Attainment as appropriate.</li></ol>
Student Connections	<ol style="list-style-type: none"><li>1. Develop and maintain an internal procedure for the processing of applications for Recognition of Prior Learning and Credit Transfer for TAFE courses.</li><li>2. Process results of Skills Recognition Process according to documentation provided and issue letter confirming outcomes to candidate.</li><li>3. Process any requests for Qualifications or Statements of Attainment within 30 days of the completion of the Skills Recognition Process.</li></ol>

### Part B - Fees, Charges and Enrolment

(9) As part of the Pre-Training Review interview conducted with all students prior to enrolment, any relevant prior skills or learning should be identified. The RPL and/or CT process should be commenced immediately.

(10) Current information on fees and charges for RPL must be published on VU's website.

(11) Students applying for RPL in a course that is supported by VET FEE-HELP must be informed about this scheme, and particularly advised about later repayment obligations.

(12) For students who are eligible for Victorian Government funding through the Victorian Training Guarantee.

- a. an RPL assessment fee equal to the tuition fee for the relevant units must be applied.
- b. no fee is to be charged for credit transfer for students currently enrolled in the course.
- c. An administration fee may be charged for processing of credit transfers for students not currently enrolled in the course.

(13) For students not eligible for VTG funding

- a. an RPL assessment fee of exactly half the full fee-for-service tuition fee must be applied for individual students applying for RPL.
- b. a blanket RPL fee may be charged to an organisation when undertaking RPL of the organisation's staff. This fee must be determined by the Manager in consultation with the relevant Director.
- c. an administration fee may be charged for the processing of credit transfers.

(14) Credit Transfer applications should be processed at the time of enrolment.

- a. Student is provided with access to a copy of the A80 Application for Recognition of Prior Learning (RPL) and Credit Transfer (CT) and assisted in completing this form if required.
- b. Students must be advised to provide original copies of prior qualifications and/or statements of attainment or official transcripts of results to the course coordinator.
- c. When the course coordinator is satisfied that the documents provided are genuine originals, copies are made and verified as being true copies of the original documents. Name, signature and date are included with the verification.
- d. Verified copies are attached to the A80 Application for Recognition of Prior Learning (RPL) and Credit Transfer (CT).
- e. The form and attachments are provided to the enrolment centre by the student at the time of enrolment, together with their course enrolment documentation as appropriate.
- f. If, for any reason, CT applications are processed after enrolment, the course coordinator is responsible for ensuring the required documentation is submitted to the Student Service Centre.

(15) When applying for RPL, students must enrol and pay required fees after their initial interview and completion of Section 3 of the Skills Recognition Candidate Kit. If they decide to proceed with the process after this step, enrolment should proceed before any further work is undertaken.

(16) At the time of enrolment, the start and end dates for the units for which the individual is seeking RPL must be recorded on a delivery plan. If a current delivery plan is set for the qualification, then the student can be enrolled under that plan, however unit start and end dates must be modified according to:

- a. Start dates for each unit should be set to the date on which the applicant first provides evidence that will be used to contribute to assessment of that unit. If such evidence has already been provided at the time of enrolment, then the unit start date can be set to the date of enrolment. For example, if the candidate has completed Section 3 of the Skills Recognition Candidate Kit, and provided a resume or completed work history that shows clear evidence of experience directly related to the unit, then the start date can be set to the date of enrolment.
- b. End dates should be set to the planned completion date of the assessment. Every effort should be made to complete the Skills Recognition Process within one month of the candidate's enrolment; however, end dates should be set conservatively. Thus it is appropriate to set unit end dates for 2 months after the start dates to allow for contingencies in the assessment process.
- c. As far as possible, Skills Recognition should be processed quickly (allow up to 30 days for substantial RPL applications) and finalised as early as possible. This helps in not disadvantaging unsuccessful candidates, so that they can then enrol in an alternative training and assessment pathway.

## **Part C - Preparing for Skills Recognition**

(17) For every TAFE course offered, Managers must identify a Skills Recognition expert who has the necessary vocational competency and industry currency as well as competency and currency in vocational education and learning.

(18) The skills recognition expert is responsible for ensuring the development and ongoing validation of the master copies of the skills recognition tools and process. This must be in the form of either

- a. Skills Recognition Candidate Kit and Skills Recognition Assessor Kit or
- b. Online Skills Recognition Toolkit

(19) The skills recognition expert is the first point of contact within the teaching area for any expressions of interest from current or prospective students in relation to skills recognition.

(20) The skills recognition expert will conduct the skills recognition assessment for those units for which they are vocationally competent and current, and liaise with other appropriately qualified assessors for other units within the qualification.

## **Part D - Conducting Skills Assessment**

(21) Prior to enrolment, all students must undergo a Pre-Enrolment Review, where any prior skills or knowledge that might contribute to Credit Transfer or Recognition of Prior Learning are identified.

(22) Pre-Enrolment Review forms must be checked by the course coordinator and prospective students who indicate that they have prior work or other experience relating to any part of the course must be referred to the Skills Recognition expert.

(23) Potential Skills Recognition candidates must be contacted immediately and requested to attend or participate in an initial meeting. Prospective candidates must be asked to bring along a current resume if they have one, or other evidence that supports the skills and experience they have. Where possible, this meeting should be prior to enrolment and within one week of the initial expression of interest.

(24) At the meeting, the Skills Recognition process and applicable fees must be discussed with the candidate to ensure they fully understand the process and their obligations.

(25) The assessor must also determine whether or not the candidate has any specific needs that must be accommodated in the assessment process, or where reasonable adjustments to assessment may be required.

(26) The potential candidate must be provided with Sections 1 to 4 of the master Skills Recognition Candidate Kit either before or at the time of the meeting.

(27) At (or immediately after) the interview, the prospective candidate will complete Section 3 of the Skills Recognition Candidate Kit, or equivalent section in the online application. At that point,

- a. Any identified credit transfers should be processed (preferably at the same time the candidate is enrolling in the course if this is applicable).
- b. A decision on whether or not to proceed with RPL for appropriate units is made. This decision must be documented and signed by both the Skills Recognition expert and the Candidate at the end of Section 3 of the Candidate Kit.
  - i. Where the candidate elects not to proceed with the Skills Recognition process, the documentation gathered to date must be collated and placed on the student file.
  - ii. Where the candidate elects to proceed with the Skills Recognition process, an A80 Application for Recognition of Prior Learning (RPL) and Credit Transfer must be commenced and placed in the student file. It will be finalised and submitted at the completion of the Skills Recognition process.

(28) Where units to be assessed are not normally included in the standard training and assessment program, the Manager must complete appropriate documentation to ensure that the unit is listed on CAMs in readiness for the

candidate's enrolment.

(29) Candidates who elect to continue with the RPL application must be informed that if their application for RPL in one or more of the units selected is unsuccessful, they will have to pay additional fees to enrol in an alternative training and assessment program.

- a. If the student has already enrolled in the relevant units, there may be adjustments that have to be made with fees (e.g. if FFS then tuition fee is halved or Student Amenities fee could be reduced). Appropriate documentation must be completed to inform the Student Service staff that RPL is occurring on specific units.
- b. If the student has not yet enrolled, then appropriate enrolment documentation must be provided to the student and they must present to the enrolment centre and pay required fees.

(30) Once the Skills Recognition Assessor confirms that the candidate's enrolment has been finalised, they should customise the master copies of both the Candidate Kit and Skills Recognition Assessor Toolkit to include the candidate's name and relevant information for the units to be assessed.

(31) The candidate must be provided with an electronic copy of their Skills Recognition Candidate Kit and advised to start gathering evidence that will support their application. They must be reminded of the need for evidence to be current, authentic and valid.

(32) A date should be set by which the candidate should provide their evidence to their assessor. This date should be no longer than two weeks after the candidate has completed their enrolment.

(33) If the evidence requirements include a Third Party Report from a current or previous employer, the template in Section E of the Skills Recognition Toolkit should be used.

- a. The assessor should identify the assessment criteria to be considered by the third party.
- b. The candidate must summarise the work or other activities they have undertaken relevant to each criteria before presenting the report to the third party for confirmation and comment.
- c. The assessor must carefully review both the information provided by the candidate, and the feedback from the third party before determining whether or not the listed criteria have been satisfactorily demonstrated.

(34) Once the evidence portfolio (including any third party reports) has been received, the assessor must:

- a. Check for authenticity, currency and validity, following up with the candidate as required.
- b. Carefully map the evidence provided (using item numbers) against the unit requirements in the unit mapping tables in Section D of the Skills Recognition Assessor Toolkit.

(35) Once satisfied that the evidence gathering stage of the process is complete, the assessor must schedule an assessment interview as early as possible.

(36) The candidate must be advised to review and prepare responses for the interview questions that have been provided in Section 4 of the Skills Assessment Candidate Kit. The candidate must also be advised that follow up questions (not documented on the kit) may be asked at interview where the assessor seeks further information or clarification.

- a. Where the application includes a large number of units, the interview may be conducted in two or more meetings.
- b. If meeting with the candidate is geographically difficult, a Skype interview should be arranged. If conducting a Skype interview, the candidate must present to the camera a photo ID to ensure that the individual is the correct candidate.

- c. The candidate must be advised to have any suitable evidence with them at the interview. Where the interview is conducted remotely, such evidence must have been provided electronically prior to the interview.
- d. The candidate must be advised in advance if it is intended to record the interview.

(37) When conducting the interview, the assessor must be monitoring the responses provided by the candidate, and determine whether or not their response demonstrates the required skills and knowledge by using the Interview Questions Response Guides in Section B of the Skills Recognition Assessor Kit.

(38) Following the assessment interview/s, the assessor must map the assessment interview outcomes against unit requirements in the assessment mapping tables in Section D of the Assessor Guide, and record outcomes in the Skills Recognition Assessor Kit.

(39) Interim outcomes for each unit must then be determined, based on the evidence portfolio and interview/s.

- a. Where the all requirements of the unit have been met, no further assessment in that unit is required.
- b. Where not all of the unit requirements have been demonstrated, the assessor must summarise the gaps, and discuss these with the candidate. If no further evidence or questioning will address the identified gaps, a practical assessment must be conducted.
- c. These interim outcomes must be documented on the relevant pages in Section 4 of the Skills Assessment Candidate Kit, and signed off by both the candidate and the assessor.

(40) Where practical assessment is required, the assessor must develop (or customise existing) tasks for the candidate, so that the identified gaps are fully addressed. These should be documented in Section 5 of the Skills Recognition Candidate Kit along with specific assessment criteria for each task. Each criteria listed must be linked to specific items within the task.

(41) Section 5 of the Skills Assessment Candidate Kit must then be provided to the candidate so they have the opportunity to review the task requirements prior to the practical assessment occurring.

(42) For each task, the assessor must develop a performance guide to assist in assessing the candidate performance, and document this in section C of the Skills Assessment Assessor Kit.

(43) The practical assessment/s must be scheduled as soon as possible, to help ensure completion of the Skills Recognition process within one month of the candidate's enrolment.

(44) The practical assessment must be conducted, and the candidate's performance assessed using the Performance Guides in Section D of the Skills Recognition Assessor Kit.

(45) After completion of the assessment, the candidate's performance must be documented in both the Candidate Kit and Assessor Kit, and then mapped against the unit requirements in the mapping tables in Section D of the Skills Recognition Assessor Kit.

(46) The assessor must provide an opportunity for re-assessment for any criteria not demonstrated, as described in the [TAFE Assessment and Resulting Procedure](#).

(47) The candidate must be informed of the assessment task outcomes and both candidate and assessor must sign on the relevant pages in Section 5 of the Skills Recognition Candidate Kit.

(48) Final unit outcomes can now be determined and documented in Section 6 of the Skills Recognition Candidate Kit, and signed by both candidate and assessor.

(49) At this stage, the candidate has the opportunity to request a review of their assessment if they believe the process or assessment judgement has not been fair. The review process as described in the [TAFE Assessment and](#)

[Resulting Procedure](#) must be followed in this circumstance.

## Part E - Finalisation of Skills Recognition Process

(50) A copy of the completed Skills Assessment Candidate Kit must be provided to the candidate for their records, and a copy must be retained by the assessor to place on the student file.

(51) The A80 Application for Recognition of Prior Learning (RPL) and Credit Transfer must be finalised and sent to the Student Connections together with the:

- a. Original copy of the completed Skills Recognition Candidate Kit.
- b. Candidate's Evidence Portfolio.
- c. Original copy of the completed Skills Recognition Assessor Kit.
- d. A request for qualification (only if this candidate has completed sufficient units to meet the packaging rules of the qualification).
- e. A request for a Statement of Attainment (only if the candidate has only included a selection of units in their application, and is not planning to complete the remainder of the qualification).

(52) Student Connections Team must process A80 Application for Recognition of Prior Learning (RPL) and Credit Transfer must be processed according to the internal operating procedure.

- a. Results to be entered on receipt of the documentation, with unit end dates amended to reflect the date recorded on the A80 Application for Recognition of Prior Learning (RPL) and Credit Transfer.
- b. Letter to candidate confirming units attained via Skills Recognition Process.
- c. Requests for Qualifications or Statements of Attainment processed as per TAFE Course Completions Procedure.
- d. The full documentation associated with the Skills Recognition Process must be retained on the Student's file for a period of at least two years.

## Section 6 - Guidelines

(53) Nil

## Section 7 - References

(54) [TAFE Assessment and Resulting Procedure](#) — VU Policy Library / VET Programs

(55) Guidelines for TAFE Recognition of Prior Learning and Credit Transfer Procedure  
<https://kit.vu.edu.au/service/vefequality/ConductAssessment/default.aspx>

(56) TAFE Skills Assessment Candidate Kit <https://kit.vu.edu.au/service/vefequality/ConductAssessment/default.aspx>

(57) TAFE Skills Assessment Assessor Kit <https://kit.vu.edu.au/service/vefequality/ConductAssessment/default.aspx>

(58) Application for Recognition of Prior Learning (RPL) and Credit Transfer  
<http://www.vu.edu.au/student-tools/student-forms>

## Status and Details

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