

CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING (RPL) POLICY & PROCEDURE

Recognition of Prior Learning (RPL) is an assessment process whereby an assessment is completed which determines the individual's prior learning, achieved through work experience, informal and formal training, or other life experiences to clearly identify that the applicant has achieved the level of competency required.

[The cost of RPL is \\$250 per unit of competency \(non-refundable\).](#)

Credit transfer involves assessing a previously completed course or unit of competency to ascertain if it provides equivalent outcomes to those specified in the current training package. If the student has a verified statement of attainment from another RTO for the exact same unit then credit is automatic, after the qualification has been verified with the issuing organisation.

TACIS recognises evidence of completed units of competency in the form of certified copies of results (statement of attainments and AQF qualifications) issued by other Registered Training Organisations.

[There is an one-off fee of \\$200 for an application of credit transfer per qualification \(non-refundable\) to cover the costs of verification.](#)

RPL Procedure

TACIS appoints the Program Manager to be responsible for the management of the RPL process.

Responsibilities of the Program Manager in the RPL Process include:

1. Advise intending Students regarding the RPL process prior to their enrolments at TACIS.
2. Assist Students with the preparation of their application form and evidence required.
3. Engage RPL Assessors who will make their judgment for granting RPL on the evidence provided by the Students.
4. Engage subject matter experts (if applicable) who shall be responsible for making recommendations on competencies being claimed to the RPL Assessor.
5. Inform Students in writing of the outcomes of their RPL applications and their rights for appeal.

Step 1: Submission of RPL application

1. All Students are informed of the RPL policy and process prior to their applications for the qualifications

offered at TACIS. All Students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, or where credit or credit transfer may apply.

2. Students wishing to apply for RPL should speak to their Program Manager and/or head trainer at the time of 'enrolment'. The Program Manager will provide student with the relevant application form and a copy of the course outline and relevant section of training package for each competency they believe they may gain RPL.
3. RPL evidence must be submitted back to TACIS within two weeks of starting course. There will be no provision after this timeline has passed, unless extension provided by the Program Manager.

Step 2: Processing of RPL Application

1. The Program Manager ensures that RPL assessments are completed by appropriately qualified assessors who have the relevant vocational competencies at least to the level being assessed and have demonstrated current industry competencies relevant to the assessment being undertaken.
2. The appointed assessor will make his/her judgment for granting RPL on the evidence provided by the applicant in their demonstration of the appropriate skills or a practical demonstration.
3. The Program Manager might engage subject matter experts (if applicable) who make recommendations on competencies being claimed to the RPL Assessor. This recommendation is to be accepted by the RPL Assessor unless they believe the correct process has not been followed.
4. The RPL application will be processed according to the criteria set out in this policy and will be granted for complete qualifications or units of competency.

Step 3: Notification of RPL Decisions

1. The Program Manager ensures that the student (s) are informed in writing of the outcomes of their application, Letter of RPL Outcome.
2. Students will need to sign a letter of confirmation accepting the RPL or Course Credit granted, a copy of this document will be placed on student's file.

Step 4: Appeal of RPL Decisions (if applicable)

1. Students who disagree with their RPL outcome or believe that the process may not have followed appropriate procedures may appeal the result of an RPL Application by submitting a complaint in writing to the RTO Manager/Program Manager.
2. If student wishes to appeal against a decision he/she must inform the RTO in writing within 1 week from

receipt of Letter of RPL Outcome with new evidence (if applicable). There is no cost involved in the appeal process.

3. The appeal will be dealt with by the RPL assessor, the Program Manager.
4. Letter of appeal outcome will be forwarded to applicant within two weeks of final decision.
5. The student may appeal against the final decision via external appeal process as reflected in the complaint and appeal policy and procedure.

RECORDING OF COURSE CREDIT FOR INTERNATIONAL STUDENTS

Before Enrolment:

- ☐ If a student applies for and is approved for RPL or course credit and this will lead to a reduction in the student's course, the course coordinator will provide a Letter of Offer and acceptance which will reflect the details.
- ☐ The Confirmation of Enrolment will detail the reduction in course duration and the new course duration, this will be reflected on duration of 'course length' on the visa. (This will allow DIBP to grant a visa with a duration that reflects the actual course length).

After Enrolment:

- ☐ In the case that a student is provided with RPL or course credit after the student visa is granted, any change in course duration will be reported via PRISMS under section 19 of the ESOS Act. This must be done within 14 days after the event, as specified by the Act.
- ☐ This process will be completed by the CEO and once completed, the student will be advised of outcome and amendments will be detailed on the Students file.
- ☐ The record of the course credit must be acknowledged and accepted formally by the student and a copy of the course credit granted will be provided to the student.

Note: The student must apply for RPL or credit transfer within the first week (5 business days) of the commencement of the qualification.