

CREDIT TRANSFER, RECOGNITION OF PRIOR LEARNING (RPL) AND RECOGNITION CURRENT COMPETENCY (RCC) POLICY AND PROCEDURE



Date of Implementation: 16 April 2025

Authorisation: Chief Executive Officer

POLICY

As a component of the Pre-Training Review process, Lead Institute ensures students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

Credit Transfer

Credit Transfer is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies.

Where a student provides suitable evidence, they have successfully completed a unit or module at any RTO, once verified with the other RTO, Lead Institute provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

Lead Institute is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) process. RPL and RCC are forms of assessment of the competence of a person, while providing credit transfer is recognising the equivalence of studies previously undertaken and completed successfully.

Verification of Documentation

Lead Institute recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including students seeking credit transfer for previous study, and personnel documentation.

Before providing credit on the basis of a qualification, statement of attainment or record of results, Lead Institute authenticates the information in the document. When verifying testamurs of nationally recognised qualifications or statements of attainment from other RTOs, Lead Institute personnel are required to:

- 1 - Sight the *original* certificate/statement of attainment from which credit transfer is being sought;
- 2 - Confirm in writing the authenticity of the document with the relevant issuing registered training organisation;
- 3 - Ensure the unit codes on the previous certificate/statement of attainment are highlighted as the unit codes being sought for credit transfer;

4 - Take a copy of the certificate/statement of attainment and certify this document by signing and dating that the certificate/statement of attainment has been verified, with the statement “I confirm that this document is a true and accurate copy of the original sign and write name of responsible Lead Institute representative”; and/or aXcelerate Note to the same.

5 - Where units are deemed equivalent, attach the relevant mapping page from the official training package / curriculum list where equivalency has been noted.

Student Request for Credit Transfer

If a student wishes to apply for Credit Transfer, it is mandatory that they complete the Credit Transfer Application Form and include appropriate evidence to support the Credit Transfer application.

All Credit Transfer applications must be supported by the appropriate evidence. This may be in the form of Nationally Recognised Qualification, Statement of Attainment and/or the student’s USI transcript indicating exactly the same code and title as those included in the student application, or other documents of equivalence.

Where appropriate evidence is provided with the Credit Transfer application Lead Institute must grant the Credit Transfer. Where Credit Transfer is granted, the student will be advised within five working days of completion of the assessment and the training program adjusted accordingly.

Where Credit Transfer is not granted, the student will be notified in writing of the outcome within five working days of completion of the assessment. The written communication to the student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

In all cases, a copy of the credit transfer application and verified copies of the relevant documentation evidence is retained in the student’s file.

Recognition of Prior Learning (RPL) and/or Recognition of Current Competency (RCC)

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) means an assessment process that assesses the competency/s of an individual that may have been acquired through prior and/or current 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.

- *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);
- *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
- *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).

RPL and RCC assesses this prior or current learning against the requirements of a qualification, in respect of both entry requirements and outcomes to be achieved. RPL and RCC encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.

RPL and RCC keeps the system of qualifications open to recognition of the value of learning achieved outside the formal system, as part of everyday living in a continuum of learning throughout one's life.

In order to recognise prior or current learning it is necessary to:

- Compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification for which the student is using as a basis for seeking entry or the award of credit; and
- Determine appropriate evidence to support the claim of prior or current learning.

The processes used to assess RPL and/or RCC applications may take several (not mutually exclusive) forms, for example:

- Participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course;
- Assessment based on a portfolio of evidence;
- Direct observation of demonstration of skill or competence;
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence;
- Testimonials of learning, skill, or competence; and
- Combinations of any of the above.

Lead Institute ensures that trainers and assessors remain current in their professional development and in their knowledge and understanding of issues related to recognition.

RPL and/or RCC Process

As a component of the Pre-Training Review process, Lead Institute implements a robust RPL/RCC process to ensure that:

- The uptake of RPL/RCC is encouraged and RPL/RCC processes are reviewed to streamline the RPL/RCC application process;
- Where possible, the student is able to complete the qualification in less time;
- RPL/RCC information is provided to students prior to enrolment and prior to commencement of formal training delivery in a course program;
- RPL/RCC processes offered provide adequate information, support and opportunities for students to engage in the RPL/RCC process;
- RPL/RCC decisions are made prior to the commencement of the course, subject or unit for which the RPL/RCC is being claimed; and
- RPL/RCC assessment processes and procedures meet the same delivery and quality assurance requirements as all other assessment arrangements.

RPL and/or RCC Requirements

To achieve RPL/RCC, students must:

- Apply for RPL/RCC;
- Provide appropriate RPL/RCC evidence (including documents, demonstrations and interviews as may be relevant); and
- Have this evidence assessed as meeting all of the requirements of the entire Unit of Competency.

Where students have gaps, or require additional mentoring and support, RPL/RCC is not applicable. In these cases *learning* is occurring, and a '*Competent*' result is achieved on completion of assessment.

RPL and/or RCC Applications

It is mandatory that students wishing to achieve RPL/RCC with Lead Institute complete a RPL/RCC Application Form and provide this form with their evidence submission for assessment. This application form ensures:

- The Application for RPL/RCC is recorded effectively;
- The start date for each Unit of Competency is correctly identified; and
- The appropriate declarations of authenticity of prior work are recorded.

PUBLICATION

This policy is available through publication on the website, www.leadinstitute.edu.au and in summary within the Student Handbook.

RELATED DOCUMENTS

SUPPORTING DOCUMENT FORM Recognition of Prior Learning and/or Recognition of Current Competency

SUPPORTING DOCUMENT FORM Student Variation to Enrolment

SUPPORTING DOCUMENT Student Handbook

SUPPORTING DOCUMENT Vet Delegation Register

ASSOCIATED POLICIES AND PROCEDURES

POLICY AND PROCEDURE Fees Charges and Refund

POLICY AND PROCEDURE Access and Equity

RESPONSIBLE OFFICER

The **responsible officer** for the implementation and training for this Policy and Procedure is the Chief Executive Officer and Operations and Quality Assurance Manager.

AMENDMENTS

VERSION HISTORY		
VERSION	DATE	DESCRIPTOR
V1.0	16 April 2025	New developed policy

Authorised by

Title: Operations and Quality Assurance Manager

Date: Authorised: 12 March 2025

