

## 1 Purpose

- 1.1 This policy is for applicants seeking Skills Recognition and explains the process from the application stage through to the granting of either Credit Transfer (CT) or Recognition of Prior Learning (RPL) and the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

## 2 Responsibility

- 2.1 The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

## 3 Requirements

- 3.1 National Recognition identifies Units of Competency issued by another RTO or those issued to JPIC students who have taken another qualification that directly matches the Units of Competency that are within the scope of the qualification the student is studying.
- 3.2 Recognition of Prior Learning (RPL) must be structured to minimize the cost and time to applicants whilst retaining the integrity required by the ASQA Vet Quality Framework to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents.
- 3.3 JPIC must ensure that any applicant for RPL is provided with information about the competencies and performance criteria relevant to their RPL application.
- 3.4 JPIC must provide adequate information and support to enable the applicant to gather reliable evidence of competency.
- 3.5 JPIC must provide the applicant opportunity to obtain feedback on the evidence proposed prior to finalisation of the application.
- 3.6 Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.
- 3.7 A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.
- 3.8 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. It is up to the RPL Assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes
- 3.9 Students who are eligible for credit transfer must not undertake the RPL process. Refer to the credit transfer procedure.
- 3.10 Candidates may apply for Course Credits at the time of application or once enrolled.

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## 4 Definitions

- 4.1 **Skills Recognition:** the overarching term given to the recognition of skills and knowledge gained through formal and informal learning by the applicant. The Skills Recognition process may include Credit Transfer and/or Recognition of Prior Learning.
- 4.2 **Course Credits:** the formal recognition of prior learning of any form that is recognised so the student does not have to re-study these units. This will result in a shortening of the course. Course credits can take three forms – Mutual Recognition, Credit Transfer or Recognition of Prior Learning.
- 4.3 **National Recognition:** the recognition by JPIC of a student's current ability to be assessed as competent in a nationally recognised training qualification. This may be achieved through Credit Transfer or Recognition of Prior Learning.
- 4.4 **Credit Transfer:** the process of granting credit for a unit or units from a Nationally Recognised Qualification issued by another Registered Training Organisation. This is an administrative process and only direct Unit Code and Unit Descriptions (or ones that deemed equivalent in a Training Package) are recognised in this process.

*Please note: Credit Transfers cannot be granted for a whole program of study. A minimum of one competency must be achieved through normal enrolment or RPL.*

- 4.5 **Recognition of Prior Learning (RPL):** the formal assessment of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience, and is essentially an assessment only pathway in the VET system.
- 4.6 **Assessment only Pathway:** JPIC assessment tools are provided to the applicant and after completion tools and tasks are assessed and if satisfactory then credit is granted. In this instance the applicant is not required to attend training sessions. If applicants are deemed as not yet competent through this process they will be able to attend Gap Training (see 4.8).
- 4.7 **Submission of Evidence Pathway:** Applicant provides evidence of formal, non-formal and informal learning together with evidence of work experiences and this evidence is then assessed to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.
- 4.8 **Gap Training:** the formal training that an individual may undertake to gain competence if unable to provide enough supporting evidence to verify competency in all units.

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## **Method – General**

- 4.6 If an applicant or current student expresses interest in Course Credits, JPIC should engage in a discussion with them, ideally prior to submission of an application.
- 4.7 Dependent upon the evidence the candidate can present, they should be advised by a suitably qualified assessor on how best to present their case for National Recognition, Credit Transfer or Recognition of Prior Learning.
- 4.8 CT and RPL will often require dialogue between the candidate and the assessor to validate evidence or elicit other material as appropriate.
- 4.9 Once the units to be assessed and evidence have been identified, the candidate should complete a CT/RPL Form. For National Recognition they should present an original Certificate or Statement of Attainment.

## **Method – National Recognition**

- 4.10 When a student/applicant applies for National Recognition they must produce a Statement of Attainment from a Registered Training Organisation.
- 4.11 JPIC must:
  - a. Ensure that it is an original Statement of Attainment, not a copy;
  - b. Check on TGA that the RTO is registered and able to deliver the course/units specified;
  - c. Check that the units listed on the SoA fall within the scope;
  - d. Confirm that the units listed form part of the qualification for which the applicant is applying or for which the student is already registered;
  - e. Ensure that the units have not already been taught if the student is a current one.
- 4.12 If all the above conditions are met, then the applicant/student must be granted National Recognition of those units.
- 4.13 If the units presented are similar, but NOT the same as units listed the training package, then National Recognition cannot be awarded, See CT below.

## **Method – CT**

- 4.14 Credit Transfer involves a review of the qualification and/or Units of Competency that the candidate presents that they believe are similar to those listed as one or more Units of Competency in the qualification for which they intend to study.
- 4.15 Upon receipt of a completed form JPIC will review the Elements, Skills and Knowledge of the submitted qualification and essential assessment requirements (or equivalent if an overseas qualification) and compare these with the requirements for the unit for which equivalency is sought.
- 4.16 The review should be conducted by a qualified assessor who is mapped for assessing that unit or units.
- 4.17 If the unit is deemed to be equivalent then Credit Transfer for that unit(s) may be granted.

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- 4.18 Where the unit is deemed as not equivalent, the parts that are deemed as equivalent could be used as part evidence in a RPL application.

### **Method - RPL**

- 4.19 Students are allowed to apply for RPL at any time within the duration of the course (for units that have not been taught) providing they supply sufficient evidence.
- 4.20 RPL applications are made using the student Course Credit Application Form. A fee applies to all RPL applications.
- 4.21 Ideally the units applied for and the evidence will have been discussed prior to submission. See Method – General above.
- 4.22 The CEO should allocate a suitably qualified and experienced assessor to oversee the assessment.
- 4.23 The student Course Credit Application Form should be completed and forwarded to the Administration Manager together with the required fee.
- 4.24 A copy of the student Course Credit Application Form and all verified supporting documentation is placed on the student file.
- 4.25 JPIC will provide the RPL applicant access to the relevant Units or Modules prior to the RPL application being completed.
- 4.26 JPIC will give applicants advice on completing the student Course Credit Application Form and the gathering of reliable evidence.
- 4.27 The CEO must ensure that all qualifications have RPL kits available and processes to support the RPL process.
- 4.28 A qualified assessor will assess completed student RPL applications, sign the form indicating the assessment outcome eligibility and advise the CEO of the outcome. Students will be advised promptly of the decision.
- 4.29 Students are to provide the evidence that is agreed upon with the assessor.
- 4.30 The student may have to undergo an interview with the assessor before evaluation of the application is completed.
- 4.31 Dependent on the qualification, the candidate may have to perform selected assessments and complete some theory tests – the test and reasons for taking it will be discussed with the applicant.
- 4.32 If the assessor believes there is insufficient evidence they may ask the candidate to undergo a formal assessment as documented in the RPL kit (usually via the assessments listed for the specific units).
- 4.33 The completed student RPL record must be signed by the student and the assessor.

### **Method - Conclusion**

- 4.34 Course Credit application documentation, assessment processes and outcomes must be placed in the student file.
- 4.35 Granting of Course Credits must be recorded as a unit outcome in the students file.

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- 4.36 The student database must be updated with CT or RPL for each of the units for which Course Credits have been granted.
- 4.37 If the result is NOT to issue one or more units, then the candidate must also be informed of their right to appeal and how to do that.
- 4.38 The student must be notified of the outcome of the process and their acknowledgement obtained. This is to be filed in the student's file.
- 4.39 After Course Credit(s) are granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed on the student's file.
- 4.40 If possible a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
- 4.41 Any course duration reduction as a result of Course Credits must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of a visa.
- 4.42 If a candidate is granted one or more credits then the fees will be subject to adjustment and will be notified to the student.

## 5 Related Documents

- Course Credit Application Form
- RPL Kits from each qualification as relevant

## 6 Version History

Number	Date	Reason	Prepared by	Approved By
1.0	20 June 2010	New Policy	Nina Pearce	Johnson Pearce
2.0	25 July 2012	Reviewed and updated	Nina Pearce	Johnson Pearce
3.0	25 January 2015	Reviewed and updated for audit	Nina Pearce	Johnson Pearce

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