



Training & Assessment Procedure

TAPR2 – RPL & Credit Transfer

Purpose

This procedure is to ensure that a rigorous and adequately documented process is followed in the application for, and granting of, recognition of prior learning (RPL) and credit transfer (CT).

Scope

This procedure applies to all students applying for recognition and or credit transfer

Procedure

Mutual Recognition

In accordance with AQTF, TexSkill accepts and mutually recognise qualifications or statements of attainment that comply with the Australian Qualifications Framework (AQF) and are issued by another Registered Training Organisation (RTO).

Students seeking Credit Transfer (CT) are to provide the original or a certified copy of their statement of attainment or qualifications to TexSkill.

TexSkill will validate the AQF qualification and/or statement of attainment presented for CT by contacting the issuing Registered Training Organisation.

Verified AQF qualifications and statements of attainment will be fully recognised and appropriately recorded.

TexSkill will maintain copies of CT documents on the individual student's file.

TexSkill will record all successful CT applications and report to the relevant state Training Authority as required.



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Recognition of Prior Learning

The TexSkill Industry Training Coordinator (ITC) will explain to all students at induction, the purpose of RPL as documented in the Student Induction Handbook.

An application for RPL will be provided to students on request.

The TC will support the student in completing the RPL application

Where RPL is sought, the student is responsible for supporting their application by supplying sufficient evidence to substantiate current knowledge and skills (current competency) as prescribed by the unit of competence and following the Training Package rules.

The TC will ensure that the application for RPL is managed efficiently with the process being valid, fair, sufficient and authentic.

The TC will assess each application individually on its merits.

If required, the TC may ask the student to attend an interview or assessment where they may be asked to demonstrate the skills /evidence they have to justify application.

The TC will assess the evidence collected.

The TC will provide the student with timely feedback on their application.

If successful, the student will be issued with the same credential as if they had undertaken the full unit as an enrolled student.

If unsuccessful the TC will ensure that the student has the opportunity to complete training and assessment activities as an enrolled student.

If student is unhappy with the result the Student Complaint Resolution procedure must be followed.

TexSkill will record all successful CT applications and report to the relevant state Training Authority as required.

A statement of attainment or qualification under the AQF will be issued when a student is assessed as competent against nationally endorsed unit(s) of competency in the applicable Training Package or



modules specified in the applicable accredited course

Management Responsibility

Training Coordinator

Implementation Responsibility

Quality Manager

Reference

RPL CT Application, Student Induction Handbook