

## RPL AND CREDIT TRANSFER PROCEDURE

### RELEVANT STANDARD(S):

<a href="#">Standards for Registered Training Organisations (RTOs) 2015</a>	<p><b>Standard 1   Chapter 4 – Training and Assessment</b></p> <ul style="list-style-type: none"> <li>- Clause 1.12</li> </ul> <p><b>Standard 3   Chapter 2 - Enrolment</b></p> <ul style="list-style-type: none"> <li>- Clause 3.5</li> </ul>
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### RPL and Credit Transfer Procedure

<b>PURPOSE</b>	This process serves as the guide and reference document for the RPL Process of CBIT Academy. Changes to this procedure must only be made upon approval of the Training Manager.
<b>ROLE UNDERTAKING TASK</b>	Admissions Team
<b>DOCUMENT UPDATE</b>	21/09/2020

### Recognition of Prior Learning

No.	Person/s Responsible	Steps to take
1	Enrolment Coordinator	<ol style="list-style-type: none"> <li>(1) Students are provided with information about Recognition of Prior Learning prior to and in the enrolment process. See Enrolment Procedure for details.</li> <li>(2) The Enrolment Coordinator conducts a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes an RPL eligibility assessment.</li> <li>(3) The Enrolment Coordinator will send the RPL Application Form to students who pass the RPL eligibility assessment.</li> <li>(4) Students who do not pass the RPL eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.</li> </ol>
2	Student	<ol style="list-style-type: none"> <li>(1) Complete the RPL Application Form</li> <li>(2) Submit the completed application form to the Enrolment Coordinator.</li> </ol>

3	Enrolment Coordinator	<p>(1) Ensure all fields in the RPL Application Form are filled out correctly.</p> <p>(2) Ensure that the student's Enrolment Form reflects relevant RPL information. E.g., indicate which units will be undertaken via RPL assessment.</p> <p>(3) Process enrolment. See Enrolment Procedure for details.</p>
4	Trainer and Assessor	<p>(1) Provide information on what appropriate evidence documents are to be gathered and included in their evidence portfolio. Refer to the RPL assessment guide.</p> <p>(2) Discuss the RPL assessment process with the student.</p> <p>(3) Send all information to Enrolment Coordinator.</p>
5	Enrolment Coordinator	<p>(1) Update the units in the student record, located in the student management system.</p>
<b>RPL Assessment</b>		
1	Student	<p>(1) Complete all assessment requirements for each unit in the RPL Kit.</p> <p>(2) Organise evidence portfolio.</p> <p>(3) Discuss with trainer and assessor if there are any queries on the process.</p> <p>(4) Submit completed assessment requirements and evidence portfolio.</p>
2	Trainer and assessor	<p>(1) Conduct assessment using the instructions and guidelines in the RPL assessment guide.</p> <p>(2) Conduct review and verify evidence documents of the evidence portfolio.</p> <p>(3) Inform administration team of the results.</p>
3	Enrolment Coordinator	<p>(1) Update student record in SMS of the result provided by the trainer and assessor.</p> <p>(2) Issue certification documentation to eligible students according to CBIT Academy's certification issuance process.</p>

Credit Transfer		
No.	Person/s Responsible	Steps to take
1	Enrolment Coordinator	<p>(1) Students are provided with information about Credit Transfer prior to and during the enrolment process. See Enrolment Procedure for details.</p> <p>(2) The Enrolment Coordinator conducts a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes a Credit recognition eligibility assessment.</p> <p>(3) The Enrolment Coordinator will send the Credit Transfer Form to students who pass the Credit recognition eligibility assessment.</p> <p>(4) Students who do not pass the Credit recognition eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.</p>
2	Student	<p>(1) Complete the Credit Transfer Form</p> <p>(2) Provide an authenticated copy of certificates relating to the credit recognition application. Authentication can be done through:</p> <ol style="list-style-type: none"> <li>Providing a copy of the certificate and allowing the RTO to confirm authenticity via the student's USI</li> <li>Providing certified true copies</li> <li>Providing a copy of the certificate and having the Enrolment Coordinator sight the original</li> </ol> <p>(3) Submit the completed application form and the required authenticated copy of certificates to the Enrolment Coordinator.</p>
3	Enrolment Coordinator	<p>(1) Ensure all fields in the Credit Transfer Form are filled out correctly.</p> <p>(2) Authenticate the student's certificate/s. This can be done by any of the following methods:</p> <ol style="list-style-type: none"> <li>Confirm the details of the certificate via the student's USI</li> <li>Confirm that certificates provided are certified true copies</li> <li>Confirm the details of the certificate by sighting the original document and contacting the issuing organisation or viewing the Student's USI Transcript (if provided permission and access by the student)</li> <li>Mark the authenticated copies with the following information: <ol style="list-style-type: none"> <li>Authenticated by</li> <li>Date authenticated</li> <li>Authentication method</li> </ol> </li> </ol>

		<p>(3) Where credit cannot be authenticated, advise the student accordingly and recommend completing the unit via training and assessment.</p> <p>(4) Where credit recognition is confirmed, indicate so in the student's enrolment form.</p> <p>(5) Ensure that the student's Enrolment Form and student record reflects relevant Credit Recognition information. E.g., indicate which units are credited.</p> <p>(6) Process enrolment. See Enrolment Procedure for details.</p>
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**VERSION CONTROL**

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
22/09/2020	Document creation	360RTO Solutions	v. 1.0	12/04/2022	11/04/2023
07/03/2023	Logo and URL updates	S. ILETT	v. 1.1	17/08/2023	17/08/2024

**RTO INFORMATION**

Document Name	RPL and Credit Transfer Procedure v1.1
RTO/Company Name	CBIT Academy
RTO Code	45817
Manager	Training Manager