

Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Credit Transfer (CT)

Credit transfer is the recognition of learning achieved through formal education and training. Under the Australian Quality Training Framework, qualifications and statements of attainment issued by a Registered Training Organization (RTO) are to be accepted and recognized by all other RTOs. Credit transfer allows a student to be awarded a Unit of Competency based on successful completion of the unit which has been previously awarded.

Evidence requirements

A student will be required to present his or her statement of attainment or qualification for examination by Comm Unity Plus Services Ltd. Credit transfer guidelines and procedures will be clearly explained to you at the time of Pre-Training Review and enrolment.

Please ask your Pre-Training Review Assessor, teacher or administration staff to provide you details of the Credit Transfer Policy.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through 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.

a) 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);

b) 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

c) 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).

Evidence requirements

Forms of evidence toward RPL may include:

- Work records;

- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Answers to oral questions;
- Performance appraisal; or
- Duty statements.

Assessment of Evidence

Like other forms of assessment, RPL is a process whereby evidence is collected and a competency judgement is made by an assessor or assessment team against all the requirements of the unit(s) of competency for which recognition is being sought.

In evaluating assessment evidence, Comm Unity Plus Services Ltd applies the following Rules of Evidence:

- **Sufficient** – The assessor needs to be sure that the quality, quantity and relevance of the assessment evidence provided enables a judgement to be made of a learner's competency. In some cases assessors will request additional evidence to ensure a judgement can be made.
- **Valid** - The assessor needs to be sure that the learner has the skills, knowledge and attributes as described in the unit(s) of competency and associated assessment requirements.
- **Authentic** - The assessor needs to be sure that the evidence presented for assessment is the learner's own work.
- **Current** - The assessor needs to be sure that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

RPL guidelines and procedures will be clearly explained to you at the time of Pre-Training Review and enrolment.

Please ask your Pre-Training Review Assessor, teacher or administration staff to provide you details of the Recognition of Prior Learning Policy.

I DO NOT SPEAK ENGLISH

If you cannot understand the information on this sheet, please ask your teacher to organise an interpreter who can help you.