Skills and Learning Recognition (VET) Policy

Section 1 - Purpose

(1) The purpose of the Skills and Learning Recognition (VET) Policy is to outline the framework for granting credit transfer and Recognition of Prior Learning (RPL)/ Current Competence (RCC) at Melbourne Polytechnic.

Section 2 - Principles

(2) The policy will adhere to the following principles:

a. Melbourne Polytechnic will accept and provide credit to learners for units of competency (unless licensing or regulatory requirements prevent this) where they are evidenced by AQF certification documentation issued by any other RTO or AQF authorised issuing organisation such as a University, or authenticated VET transcripts issued by the Registrar.

b. Melbourne Polytechnic will assess equivalence and record RPL for overseas qualifications ensuring the integrity of the award and compliance with underpinning educational requirements.

c. The assessment of RPL will comply with the assessment requirements of the relevant training package or VET accredited course; and is conducted in accordance with the Principles of Assessment. ([Standards for Registered Training Organisations (RTOs) 2015](#)).

d. Decisions are evidence-based, transparent and applied consistently, fairly and in a timely manner.

e. Prospective and enrolling students are made aware of the opportunity to apply for Credit Transfer and/or RPL/RCC and associated costs prior to enrolment.

f. Evidence received to support an application is required to be verified as authentic and correct

g. Assessors with the relevant qualifications, skills, knowledge and vocational competency and currency will be assigned to undertake Credit Transfer and/or RPL/RCC assessments.

Section 3 - Scope

(3) This policy applies to all current and prospective students of Melbourne Polytechnic VET courses and staff involved in the granting of Credit Transfer and/or RPL/RCC in a Melbourne Polytechnic VET course.

Section 4 - Granting Credit Transfer

(4) Credit Transfer is granted for successfully completed qualifications, skills sets and units of competency that are on Melbourne Polytechnic's Scope of Registration and equivalent in content and learning outcomes as defined by the training package.

(5) For non-equivalent units of competency, prior to granting any Credit Transfer, mapping, comparing and evaluation of content must be undertaken to determine the equivalence of the study completed with the relevant units.

(6) If a learner presents evidence of a credit which can be matched to a current, on-scope unit of competency, the

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy and Procedure Register for the latest version.

Page 1 of 6

RTO must recognise the credit. This applies even where the credit may have passed through multiple iterations and training providers, provided all intermediary units are equivalent.

(7) Evidence of credit must be one of the following:

   a. [AQF](#) certification documentation issued by any other RTO or [AQF](#) authorised issuing organisation (including viewing a USI transcript)
   b. Authenticated VET transcripts issued by the Registrar

(8) A credit transfer will automatically be applied to units of competency previously successfully completed at Melbourne Polytechnic and deemed equivalent to current units of competency.

(9) International students who as a result of course credit receive a reduced study load, will be eligible for a fee discount where the course credit results in a full-term reduction. Where any unit are required to be studied in a term, full international student fees are required to be paid.

Section 5 - Granting Recognition of Prior Learning (RPL)

(10) Recognition of Prior Learning is granted where a student is deemed competent based on formal or informal training, workplace experience or life experience.

(11) Recognition of Prior Learning will apply where the qualifications, skill sets, units of competency are included on the Institute's current Scope of Registration.

(12) Recognition of Prior Learning may be granted up to 100% of a qualification.

(13) Sufficient evidence must be provided to accurately complete the assessment. The evidence provided must be current, authentic, reliable and valid.

(14) Applications will normally be submitted within 3 months following enrolment.

(15) Students will be contacted by teaching department staff within 5 working days of receiving:

   a. A request for information about the RPL process
   b. An RPL application and supporting documentation, which requires an RPL interview

(16) Students will receive a written outcome within 10 working days of receiving the finalised RPL application accompanied by all the required supporting information.

(17) Fees are charged at the same hourly rate as that which applies to domestic students Eligible for a Government Subsidised Place under the [Skills First Program](#).

(18) International students will be charged for RPL at the same rate as domestic students as detailed in 5.8 above.

(19) International students who as a result of RPL receive a reduced study load, will be eligible for a fee discount where the RPL results in a full-term reduction. Where any units are required to be studied in a term, full international student fees are required to be paid.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy and Procedure Register for the latest version.

Page 2 of 6

Section 6 - Granting Recognition of Current Competence (RCC)

(20) Recognition of Current Competency only applies if a learner has successfully completed the requirements previously for a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are recognised.

(21) RCC is an assessment process that may be required for licensing purposes or defined units of competency where skill requirements are regularly updated.

(22) The student must undertake an assessment to demonstrate that they have maintained competence as defined under the Training Package rules.

(23) Students will be contacted by teaching department staff within 5 working days of receiving:

   a. A request for information about the process
   b. A completed RCC application and any required supporting documentation.

(24) Students will receive a written outcome within 10 working days of receiving the finalised RPL application accompanied by all the required supporting information.

Section 7 - Request for Review of Decision

(25) Where a student is dissatisfied with the decision relating to an application for credit transfer or Recognition of Prior Learning (RPL)/ Recognition of Current Competence (RCC), they should discuss their concerns with the relevant Teacher/Assessor/Program Lead in the first instance (within 5 working days).

(26) If required, the application will be reviewed by an alternate assessor and the student informed of the outcome.

(27) Students will receive a written outcome within 10 working days of receiving the request for reassessment.

(28) If the issue remains unresolved, the student can then lodge a complaint in accordance with the Student Complaints and Appeals Policy.

Section 8 - Definitions

(29) For this policy, the following definitions apply:

   a. Credit Transfer: A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (AQF). It relates to previous successful study at Melbourne Polytechnic or previous successful study at another TAFE institution or organisation.
   b. Course Credit: Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning. (National Code of Practice for Providers of Education and Training to Overseas Students 2018)
   c. Evidence: Information gathered to support a judgement of competence against the relevant unit/s of competency. Evidence can take many forms and be gathered from a number of sources.
   d. Recognition of Current Competency (RCC): Recognition of current competency applies if a student has previously successfully completed the requirements for a unit of competency and is now required, (e.g. by a

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy and Procedure Register for the latest version.

Page 3 of 6

licensing authority or for a defined unit of competency where skill requirements are regularly updated) to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are recognised. Examples where RCC may be used include reassessment for a trade license or a First Aid unit of competency.

e. Recognition of Prior Learning (RPL): 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:

   i. 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);

   ii. 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

   iii. 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).

f. Skill set: A single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.

g. Unit of competency: The specification of the standards of performance required in the workplace as defined in a training package.

h. USI Transcript: USI (Unique Student Identifier) account holders can use their USI to access their national training record online in the form of a USI Transcript. The transcript should include details of all nationally recognised training completed since 1 January 2015.

Section 9 - Responsibility and Accountability

Task	Responsibility	Notes
• Provide current, relevant, valid, verifiable information to support an application for credit transfer or RPL/RCC	Student	
• Provide prospective and enrolling students with information on credit transfer and/or RPL/RCC and associated costs prior to enrolment • Verify evidence received to support a Credit Transfer application • Ensure decisions are consistent and fair • Ensure application assessments are completed in a timely manner • Document decisions and advise the student of the outcome within 10 working days of receiving the finalised RPL application	Teacher/ Program Lead	
• Manage and support the implementation of the Policy • Maintain Credit Transfer/RPL/RCC register • Contribute to continuous quality improvement processes	Manager	
• Prepare twice yearly report on the amount of credit/RPL/RCC granted to ascertain consistency in application of credit and/or RPL and submit to VET Board	Director Vocational Education and Training	

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy and Procedure Register for the latest version.

Page 4 of 6

Task	Responsibility	Notes
• Monitor and report credit transfer/RPL/RCC practices to Education Quality Committee. • Contribute to the continuous quality improvement process	Vocational Education Board	

Section 10 - Supporting Documents and Templates

(30) Melbourne Polytechnic Policies and Procedures

(31) Skills Recognition Application Form

(32) Skills Recognition Application Record Form

(33) Confirmation of Skills Recognition Application Form (RPL)

(34) Skills Recognition Summary of Evidence and Methods of Assessment Form

(35) Summary of Skills Recognition Form

(36) Student Complaints and Appeals Policy

(37) Student Complaints and Appeals Procedure

(38) Legislation

(39) Australian Qualifications Framework

(40) National Code of Practice for Providers of Education and Training to Overseas Students 2018

(41) Standards for Registered Training Organisations (RTOs) 2015

(42) Users' guide to Standards for RTOs 2015.

Status and Details

Status	Historic
Effective Date	4th May 2020
Review Date	4th May 2023
Approval Authority	Vocational Education Board
Approval Date	4th May 2020
Expiry Date	30th April 2024
Policy Owner	Marc Blanks Executive Director Academic Operations
Policy Implementation Officer	Meagan Wilson Director Vocational Education and Training
Author	Meagan Wilson Director Vocational Education and Training
Enquiries Contact	Meagan Wilson Director Vocational Education and Training

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy and Procedure Register for the latest version.

Page 6 of 6