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## Policy: Recognition of prior learning and credit transfer

### Overview

Builders Academy Australia (BAA) is committed to providing up to date and relevant information regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all students prior to enrolment and whilst enrolled with BAA.

BAA actively promotes RPL and will conduct RPL assessment in accordance with the principles of assessment and the rules of evidence.

BAA has qualified RPL Assessors who are responsible for a fair, equitable and consistent RPL process.

### Definitions

#### RPL

Recognition for Prior Learning (RPL) is an assessment process for the purpose of recognising skills and competencies an individual may have already attained and to provide them with a formal qualification (or Statement of Attainment) from a nationally recognised training package or curriculum.

Individuals wishing to apply for RPL may already have skills and knowledge through:

- Formal or informal training and education
- Work experience
- General life experience

RPL assesses a person's skills and competencies to determine and ensure these are current.

RPL is not required when a person already has the same unit of competency issued by another Registered Training Organisation (RTO). In this case, the concept of National Recognition will apply and Credit Transfer will be provided to a successful applicant.

#### Credit Transfer

Credit transfer is one of a number of processes for establishing credit.

It provides a means for students to gain recognition of equivalent study previously undertaken, on the basis of completed components of another qualification or other formal learning.

Credit Transfer means national recognition, where the unit of competency, module or subject is equivalent and like for like. Credit Transfer can only be granted if evidence of equivalence has been previously determined through a formal process like a mapping guide, transition arrangements or precedence. Regardless, the unit of competency, subject or module must be like-for-like otherwise it is a recognition of prior learning process and not a credit transfer.

## RPL – how it works

RPL is one of the ways that we can assess your competency in a qualification. It is an alternative to coursework or class attendance. If you have existing skills or knowledge RPL can help reduce coursework required to complete a qualification.

We match your existing skills and knowledge against our courses. We determine what learning, skills and knowledge you are able to demonstrate against the unit or qualification you'd like to complete. Then we assess your competence using the evidence you've provided. Where the evidence proves your competence it reduces or eliminates the need for coursework and enables you to complete your course quicker. In some cases, a qualification can be completed without having to undertake any additional training. If any gaps are determined, we provide targeted training so students only do what they need to.

## The RPL process

### Registration

To commence the RPL process you will be required to complete an online RPL registration and pay an application fee.

Once the registration is complete, you will be given access to the Learning Management System 'RPL Application' where you can select the units you are seeking recognition for and work on your submission.

### RPL Application

Each unit of competency you apply for requires that you demonstrate having the skills and knowledge relevant to the unit by mapping your work experience, general life experience and any formal and/or informal training against the different elements which form part of each unit of competency.

You are also required to provide evidence to back up your statements. The evidence must be:

- current, no more than 18th months old
- valid, must be relevant to the elements /unit you are providing the evidence for.
- reliable, can be corroborated as authentic. The assessor will verify all the evidence provided.

This supporting evidence can vary and may include the below:

- A current CV – it is very important this is current and includes tasks relevant to the units for which you are seeking RPL
- Copies of formal and informal training certificates/statements. i.e. Statements of attainment, Certificates, Certificates of Attendance/Participation in workplace education...
- Position Descriptions from previous/current roles
- Job References
- Examples of work documents
- Job contracts
- Documents displaying skills relevant to the units
- Videos demonstrating your skills
- Third party reports

- Observation checklist completed by a supervisor
- Membership of relevant professional associations

Once you have completed the RPL application and uploaded all evidence, you are able to 'submit' the application for assessment.

### **RPL Assessment**

In order to grant RPL the assessor must be confident that you are currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses.

Upon assessment of the RPL application the assessor will provide you with an outcome for each of the units for which you are seeking recognition. If the outcome of the unit is satisfactory, the unit will be resulted as "Granted RPL". If the outcome of a unit is unsatisfactory, you will be required to complete training and assessment for that unit in order to achieve competency.

Your assessor will contact you to advise the outcome and whenever relevant, provide options for training.

## **Fees**

Students may apply for the Recognition of Prior Learning (RPL) on one Unit of Competency or the whole qualification. The fees associated to complete the RPL process are based on how many units you are applying for, where you live and whether you are eligible for Government Funding. There is also a one of RPL Application Fee.

RPL in some jurisdictions is:

- Fully subsidised;
- Partially subsidised; or
- Not subsidised.

A course advisor will be able to provide a cost to complete the RPL process after the initial meeting with your trainer and assessor has been completed.

## **Credit transfer – how it works**

As a component of the Pre-Training Review process, BAA ensures participants are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

Credit Transfer is a process that provides participants with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies.

Where a participant provides suitable evidence they have successfully completed a unit or module at any RTO, BAA provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

BAA is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

## The credit transfer process

### When to apply

Whilst students may apply for Credit Transfer at any time, they are encouraged to apply before commencing a training program; this will reduce unnecessary training.

Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence; student cannot enroll only for Credit Transfer.

### Application

A student will be required to complete the consent to verify student records form and present their Statement of Attainment or Qualification for examination. These documents will provide the detail of what units of competence the applicant has been previously issued.

BAA is required to verify the Statement of Attainment or Qualification with the issuing provider. Once this is complete, the credit transfers will be determined.

If Credit Transfer is being sought for a unit of competency which has a different title or code, then the equivalence between the unit held and the unit being sought will be researched and verified.

Alternatively, students who have completed their studies from 2015 onwards can give access to BAA to view their transcript of results via the USI Portal. This can be done by following the USI registry instructions: [Giving permission to my training organisation](#)

### CT determination

You will be contacted and advised of the outcome of the credit transfer application. In many cases, this will reduce your study.

Fee for Service Students will also have their Tuition Fees reduced by the cost of the units of competency for which they have been provided credit transfer.

## Verification of Documentation

BAA recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including participants seeking credit transfer for previous study, and personnel documentation.

Before providing credit on the basis of a qualification, statement of attainment or record of results, BAA authenticates the information in the document. The student will be required to sign a permission form in order for BAA to verify their qualification or statement of attainment. Under special circumstances where BAA is not able to verify the copies with the issuing provider, other options will be considered by BAA.

Where Credit Transfer is granted, the student will be advised within five working days of completion of the assessment and the training program adjusted accordingly.

Where Credit Transfer is not granted, the participant will be notified in writing of the outcome within five working days of completion of the assessment. The written communication to the participant includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

## Fees

There are no fees associated with applying for a credit transfer. For those students applying for CTs their enrolment fee will be calculated based on the number of credit transfer units being applied for.

Fees for RPL will be calculated on the number of units that are being applied for or at a qualification rate if applying for the whole course. You may find the indicative fees for RPL on our website.

Student fees will be calculated as per the Fees, charges and refund policy also located on the BAA website.