CANBERRA VALLEY INSTITUTE
RTO Code: 41498 CRICOS Code: 03937D
Suite 4, Level 3 15 Moore St. Canberra ACT 2601
Phone: 1800 003 363   Email: info@cvi.edu.au
Website: www.cvi.edu.au

Pol-030 Recognition of Prior Learning (RPL) & Credit Transfer (CT) Policy

Purpose of the policy:

The purpose of this policy and procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies, using either the Credit Transfer or the Recognition of Prior Learning Process. It's related to SRTO 2015 2.2c – Clauses 1.3; 1.8; 1.12 and 3.5 and National principles and operational guidelines for recognition of prior learning (RPL)

Scope

This policy applies to:

- Canberra Valley Institute Campuses
- VET students
- Management Team-members

Responsibilities

- Student Support Officer
- Chief Executive Officer (CEO)

Policy Statement:

Under Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Canberra Valley Institute is required to implement a documented policy and process for assessing and granting course credits to the students. It will recognize and award credit transfer for students presenting with current competence. Clause 3.5 of Standards for Registered Training organization's (RTOs) requires the learner to provide evidence to claim credit transfer. Where a student is seeking credit transfer for a unit of competency that is on our scope of registration and the student can provide documentary evidence that the unit has been previously awarded to the student, credit transfer will be awarded. It is important to note that credit transfer or credit transfer is not an assessment. It is an administrative function that determines the equivalence of a unit of competency the student has been previously awarded to units of competency incorporated into courses being delivered by Canberra Valley Institute. If the unit is the same or is equivalent, then the unit may be issued as a credit transfer. This is not to be confused with the recognition of prior learning which is a method of assessment. This policy provides a detailed guide on how the above is achieved at Canberra Valley Institute

Policy

The National Principles and Operational Guidelines for Recognition of Prior Learning (RPL) represent a set of national cross-sector guidelines to support the implementation of RPL as an important element of Australian education and training. At Canberra Valley Institute the granting of RPL and Credit Transfers will be established and maintained in accordance with.

- AQF National principles and operational guidelines for Recognition of Prior Learning (TAFE) Procedure
- Standards for Registered Training Organisations (SRTOs 2015)

RPL can be used for access and the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

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Canberra Valley Institute will make RPL available to all students in compliance with the relevant Standards for Registered Training Organisations, SRTOs 2015.

RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

Assessment will be undertaken by a qualified assessor who has completed Certificate IV in Training and Assessment (TAE40116) or equivalent and meets the requirements as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and the relevant schedules (Schedule 1).

Canberra Valley Institute recognises course credit within the ESOS framework and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification

Candidates must apply for credit either through RPL or Credit Transfer. However, the submission of an application for RPL does not guarantee that an exemption will be granted.

Candidates seeking credit must provide current, relevant, valid, verifiable, and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a college course.

If the granting of credit results in the shortening of the student's course, Canberra Valley Institute will report the change of course duration to the Department. All records will be kept for a minimum of two years from the date student has ceased to be an enrolled student.

Credits can only be applied to maximum 40% of the total units in a specific course.

No fees will be charged for Credit Transfer applications.

Fees for RPL will be charged per unit of competency, calculated on a pro-rata basis on the total course fee. RPL fee will be in addition to the total course fee.

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RPL and Credit Transfer Procedure

Credit Transfer Procedure

The following procedure applies to Credit Transfer applications. There is no fee for Credit Transfers

Step 1	Student to complete the Credit Transfer Claim Form and attached all the required evidences. Original copies of the transcript and awards must be presented.
Step 2	Make an appointment with the Course Coordinator or an officer designated by the Academic Manager to undertake RPL and Credit Transfer assessments. Student support officer will assist in making the appointment
Step 3	College will assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form. Same units might have different code under different training packages. Where required, units of competencies should be downloaded from training.gov.au to compare the competency standards and equivalency.
Step 4	College will grant necessary credits if eligible.
Step 5	College will make copies of the evidences for the student file
Step 6	College will update student records on the student management system using appropriate code to recognise credit transfer.
Step 7	will notify the student in writing advising the outcome of the application. A copy will be recorded in the student file

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RPL Procedure

The following procedure applies to RPL applications. RPL fee may apply as per the college's Fee Schedule.

1. If successful, Canberra Valley Institute will update student records on the student management system using appropriate codes to recognise RPL.

Step 1	College to provide RPL advice and a copy of RPL Guide to the candidate. Academic Manager or a nominated trainer will provide the candidate with information on the RPL process, required evidences, unit contents, and RPL fee.
Step 2	Student to complete the RPL Application Form and attached all the required evidences. A combination of formal and informal education and training, work experience and general life experiences can be used to determine prior learning.
Step 3	Student to provide evidences of previous skills, knowledge and learning. Evidences could include work experience certificates, awards, previous qualifications, citations, evidences of work/projects completed, testimonials, etc.
Step 4	Student to pay the RPL fee and lodge the application with the nominated RPL officer along with all the evidences.
Step 5	College will acknowledge receipt of the application in writing. This will be emailed to the student.
Step 6	The nominated assessor will assess the claim and determine the eligibility using the RPL and Credit Transfer Evidence Form. If required, the candidate may be asked to provide a verbal or written evidence of competency or demonstrate the competency in assessor's presence
Step 7	College will grant necessary credits if eligible. Partial credits may be granted if the evidences only satisfy a part of the unit
Step 8	If the application is assessed as not successful, detailed responses will be documented on the form
Step 9	Copies of all documents provided as evidence must be stored on students file. All originals must be sighted by college authorised staff
Step 10	If successful, college will update student records on the student management system using appropriate codes to recognise RPL
Step 11	If unsuccessful, student should be advised of their right to appeal the decision
Step 12	College will notify the student in writing advising the outcome of the application. This will be sent to the student via email.

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Note:

If the course is granted before the international student's visa grant, the actual net course duration will be indicated in CoE.

If Canberra Valley Institute grants the student course credit/RPL which leads to a shortening of the student's courses before the student visa is granted, the CoE will indicate the actual net course duration for the course.

If course credit/RPL is granted after the student's visa is granted, any change of course duration will be reported to DESE via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

Management Action and Responsibility

Refer to the RSA Matrix for details.

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Development & Approval Information

Policy Author:	Sunil Baby
Policy Owner:	CEO
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2.0	09/01/2025	Approved by CEO