RPL AND CREDIT TRANSFER PROCEDURE

RELEVANT STANDARD(S):

Standards for Registered Training Organisations (RTOs) 2015	***Standard 1 | Chapter 4 – Training and Assessment*** - *Clause 1.12* ***Standard 3 | Chapter 2 - Enrolment*** - *Clause 3.5*

RPL and Credit Transfer Procedure	
PURPOSE	This process serves as the guide and reference document for the RPL Process of High Risk Training Academy. Changes to this procedure must only be made upon approval of the Training Manager.
ROLE UNDERTAKING TASK	Student Services
DOCUMENT UPDATE	1/05/2024

Recognition of Prior Learning

No.	Person/s Responsible	Steps to take
1	Student Services	(1) Students are provided with information about Recognition of Prior Learning prior to and in the enrolment process. See Enrolment Procedure for details. (2) Student Services conduct a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes an RPL eligibility assessment. (3) Student Services will send the RPL Application Form to students who pass the RPL eligibility assessment. (4) Students who do not pass the RPL eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.
2	Student	(1) Complete the RPL Application Form (2) Submit the completed application form to Student Services.

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

Credit Transfer		
No.	**Person/s Responsible**	**Steps to take**
1	Student Services	(1) Students are provided with information about Credit Transfer prior to and during the enrolment process. See Enrolment Procedure for details. (2) Student Services will conduct a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes a Credit recognition eligibility assessment. (3) Student Services will send the Credit Transfer Form to students who pass the Credit recognition eligibility assessment. (4) Students who do not pass the Credit recognition eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.
2	Student	(1) Complete the Credit Transfer Form (2) Provide an authenticated copy of certificates relating to the credit recognition application. Authentication can be done through: a. Providing a copy of the certificate and allowing the RTO to confirm authenticity via the student's USI b. Providing certified true copies c. Providing a copy of the certificate and having Student Services review the original (3) Submit the completed application form and the required authenticated copy of certificates to Student Services.

3	Student Services	(1) Ensure all fields in the Credit Transfer Form are filled out correctly. (2) Authenticate the student's certificate/s. This can be done by any of the following methods: a. Confirm the details of the certificate via the student's USI b. Confirm that certificates provided are certified true copies c. 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) d. Mark the authenticated copies with the following information: i. Authenticated by ii. Date authenticated iii. Authentication method (3) Where credit cannot be authenticated, advise the student accordingly and recommend completing the unit via training and assessment. (4) Where credit recognition is confirmed, indicate so in the student's enrolment form. (5) Ensure that the student's Enrolment Form and student record reflects relevant Credit Recognition information. E.g. indicate which units are credited. (6) Process enrolment. See Enrolment Procedure for details.

VERSION CONTROL

Version Control Table					
Date	**Summary of Modifications**	**Modified by**	**Version**	**Date of Implementation**	**Next Review Date**
Date	Document creation	360RTO Solutions	v. 1.0	20/06/2024	19/06/2025

RTO INFORMATION

RTO INFORMATION	
Document Name	RPL and Credit Transfer Procedure v1.0
RTO/Company Name	High Risk Training Academy
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