

Policy Name	Recognition of Prior Learning (RPL) and Credit Transfers Policy
Date	1 March 2025
Responsible dept.	Learning & Development
Current Version	V7

PURPOSE

The purpose of the Recognition of Prior Learning (RPL) and Credit Transfers Policy and Procedure for The College for Adult Learning (CAL); Registered Training Organisation (RTO) No. 22228 is to ensure that CAL accepts and provides credit and recognition to learners for units of competency. Credit transfer applies where units of competency are evidenced by other RTOs by authenticated VET Transcript or via the USI system, to meet the *Standards for Registered Training Organisations (RTOs) 2015* and training package requirements.

SCOPE

This policy is applicable to all CAL staff, students, and other stakeholders.

CAL has established this policy to support the Australian Skills Quality Authority (ASQA) *Standards for Registered Training Organisations (RTOs) 2015*.

POLICY STATEMENT

- CAL's approach to the granting competency through RPL will not unfairly advantage or disadvantage any prospective or current student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing that the learning is current and relevant to the unit/s of competency applicable. These learning experiences include the students relevant formal, informal and non-formal learning, (refer to the definitions section of this policy)
- Assessment methods provide a range of ways for students to demonstrate that they have met the required outcomes and can be granted RPL. Evidence may include but is not limited to:
 - documentary evidence (third party reports, work samples, reports), questioning (oral or written), observation of performance or participation in structured assessment activities or simulations.

- When assessing an application, the assessor must evaluate the evidence and ensure the rules of evidence and principles of assessment are adhered to
- RPL submissions will be reviewed on a case-by-case basis in a timely manner
- RPL can be sought for an entire qualification at one time or unit by unit. There is no limit to the number of units of competency that RPL may be applied for in relation to a course
- The granting of RPL may have an impact on the structure and duration of the course. No two students are the same and each student may need to discuss their individual circumstances and needs with their assessor
- RPL is a form of assessment, therefore there is no variation to the course cost if RPL is applied for, granted, or not granted.

Students applying for RPL

- Once the student has enrolled into their course, they will be provided with access to the CAL Learning Management System (LMS). They will then be provided instructions on how to apply for RPL
- A CAL assessor will be allocated to assess the student's submission. For assistance, or to discuss individual circumstances the student should contact their assessor directly
- Submission of an application for RPL does not mean RPL has, or will, be granted. The result of an application will be one of the following outcomes:
 - competent – RPL is granted based on the evidence provided (this may also include a competency conversation between the assessor and student)
 - additional information request – the assessor requests additional evidence from the student to be able to make an assessment judgement
 - Not yet competent – the assessor has conducted assessment based on the evidence provided, however the requirements of the unit/s of competency have not been met and the student cannot be deemed competent.
- The student may have up to three RPL submission attempts per unit of competency
- The student has the right to appeal the outcome of their application in the same way students may appeal a standard assessment decision
- CAL will accept and provide credit and recognition to participants for current and/or superseded but equivalent units of competency, as part of a CAL qualification – as per the packaging rules, where these are evidenced by other RTOs, authenticated via VET Transcripts, or the USI database.

Definitions

Recognition of prior learning (RPL)	An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency.
Recognition of current competency (RCC)	When a student has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained (currency). In this case no extra skill or competencies are assessed.
Formal learning	Learning that takes place through a structured program of learning delivered by a registered education provider, and which leads to the full or partial achievement of a nationally recognised qualification.
Informal learning	Learning gained through work, social, family, hobby or leisure activities and experiences.
Non-formal learning	Learning that takes place through a structured program of learning but does not directly lead to full or partial achievement of an officially accredited qualification.
Currency	A student's ability to demonstrate current industry skills, knowledge and understanding, so generally (depending on the industry and rate of change in practices) the evidence provided should be from either the present or the recent past (i.e. within the last 5 - 7 years).

This policy and procedure should be read in conjunction with:

- Student Handbook
- Assessment Appeals Policy
- Issuing AQF Certification Documentation Policy
- Issuing Individual Learning Plan (ILP) Policy
- Unique Student Identifier Policy.

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	10 January 2013	Helen Sabell	January 2015
2	3 March 2015	Helen Sabell	March 2017
3	10 January 2018	Sarah Sabell	January 2019
4	15 April 2019	Sarah Sabell	April 2020
5	14 November 2019	Sarah Sabell	November 2020
6	30 June 2022	Sarah Sabell	June 2023
7	1 March 2025	Sarah Sabell	March 2026
Compliance References			
Statutory		The <i>Standards for Registered Training Organisations (RTOs) 2015</i> Clauses: 1.8, 1.12, 3.5	
Industry		Vocational Education and Training (VET)	
Document Located		E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS	