

SOP 10.09 – Recognition of Prior Learning and Credit Transfer

Section 10 – Training and Assessment

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Effective Date – 1 September 2018

Review Date – 1 September 2020

Electronically Controlled Document

Purpose

To outline the processes whereby member may apply for Recognition of Prior Learning (RPL) or a Credit Transfer (CT) of existing awards achieved at another organisation.

Scope

This procedure applies to all volunteers and students intending to enrol in LSV training programs.

- **Recognition of prior learning (RPL)** - An assessment process that assesses an individual's non-formal and formal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
- **Credit transfer (CT)** - assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.

Procedures

All students enrolled in training with LSV are offered RPL/CT prior to commencement of studies. Application is made by the student after considering the VET Code of Practice and can be made at any time throughout the enrolment period for units of competency not commenced.

Applicants requesting RPL/CT are to advise LSV of their intention as early as possible to allow for processing prior to the unit commencement date. LSV will forward application documentation to the student including:

- LSV's policy RTO 1 – Recognition of Prior Learning and Credit Transfer,
- Form F-01 Application for Recognition of Prior Learning and
- Self-Evaluation form (relevant to the course of interest).

Once the student has completed their application, self-evaluation and portfolio of evidence, this, together with payment of fees and completed documentation must be returned to LSV for processing.

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For RPL

A LSV assessor will be appointed to review the application and schedule an interview/oral questioning session with the student. On completion of the interview session the student will be advised of the level of competence to be transferred into a qualification.

If at this point the student is deemed not yet competent and the assessor requires further evidence, the applicant may be requested to participate in formal testing. This may involve written and or verbal assessment to assist in determining performance outcomes.

An application for RPL is no guarantee a student will be successful in their submission. Students may be required to complete training if a not yet competent determination is made.

Fees

An assessment fee of \$125.00 per unit of competency is charged for RPL and is payable on application.

On completion of assessment the student is to be advised of the outcome in writing and administration directed to amend the student's records accordingly, placing a copy of the determination and application form and the evidence portfolio in the students file.

For Credit Transfer

Credit will only be considered for qualifications/units of competency having the same code and unit descriptor as listed on LSV's scope of registration or equivalent as listed in the Training Package. Higher qualifications, replaced qualifications and State based awards may not be compatible.

On receipt of evidence i.e. certified true copy of a testamur and/or statement of attainment, LSV will establish authenticity of the document with the registered provider and record the details on the document.

Once authenticity is established, the student will be advised of the outcome in writing and administration directed to amend the student's records accordingly, placing a copy of the determination and application form and the evidence portfolio in the students file.

There is no charge for credit transfer although applicants are reminded that unsuccessful credit transfer may lead to an RPL assessment (on advice from the assessor and at the student's request) and incur an assessment fee of \$125 per unit of competency.

If a full qualification is granted, the member will not be required to attend the training.

