

1. Purpose

1.1 The purpose of this policy and procedure is to:

- 1.1.1 Identify and outline the principles underpinning the approach to Recognition of Prior Learning (RPL) and Credit Transfer assessment adopted by the VET sector,
- 1.1.2 Inform and guide the students about the design and implementation of VET RPL and Credit Transfer assessment.

2. Related Documents

International Student handbook

Policies and procedures

Website

All curriculum and support documentation employed in service delivery.

ASQA General Direction: Retention requirements for completed Student assessment items 2013

Australian Qualifications Framework (AQF)

3. Related Legislation

National Code 2018, Standard 2: Recruitment of an overseas student

Standards for Registered Training Organisations (RTOs) 2015

4. Scope

4.1 This policy is to be applied to the VET qualification offered by Westin College, irrespective of delivery mode or location.

4.2 RPL

4.2.1 RPL will enable you obtain formal recognition for your skills and knowledge, no matter how, when or where the learning occurred. A qualified trainer at Westin College will assess your current skills and knowledge by a registered training organisation to see if they meet today's industry standards.

4.2.2 RPL is an assessment process so therefore must adhere to the requirements of assessment.

4.2.3 There must be no training provided as part of the RPL assessment. The RPL process applies to all the students who:

- 4.2.3.1 are enrolled in courses that are leading to a nationally recognized Vocational Education and Training (VET) qualification or statement of attainment; and
- 4.2.3.2 seek recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties or through formal and informal studies.

4.3 Credit Transfer

4.3.1 Credit Transfer allows for credit to be given for learning outcomes they already have achieved. The benefit of having credit transfer is that it can reduce the time required for a student to achieve the qualification.

4.3.2 Westin College recognises and gives credit for qualifications achieved with the Australian Quality Framework qualifications and statements of attainment achieved by a student and the qualifications awarded by other Registered Training Organisations.

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4.3.3 Credit Transfers can be granted under any of the following circumstances:

4.3.3.1 Under the principles of National Recognition a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO):

4.3.3.1.1 When the unit has exactly the same code and title, even if it is not from the same Training Package.

4.3.3.1.2 When the unit has been reviewed and this has resulted in minor changes to the unit code or title e.g. A code to B code. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.

4.3.3.1.3 When the unit has been transferred from another Training Package/curriculum and recorded, the learning outcomes remain the same.

4.4 Assessor Qualification and Competence (Source: Standards for RTO's 2015).

4.4.1 Assessment is only conducted by persons who meet the following requirements:

4.4.1.1 Hold TAE40116 Certificate IV in Training and Assessment or its successor **or**

4.4.1.2 TAE40110 Certificate IV in Training and Assessment plus the following units:

4.4.1.2.1 TAELLN411 (or its successor) or TAELLN401A, and

4.4.1.2.2 TAEASS502 (or its successor) or TAEASS502A or TAEASS502B **or**

4.4.1.2.3 A diploma or higher-level qualification in adult education.

4.4.2 Hold relevant vocational competencies at least to the level being delivered or assessed.

4.4.3 Meet any specific Training Package / licensing requirements.

4.4.4 Demonstrate current industry skills directly relevant to the training / assessment being provided.

4.4.5 Through professional development activities, continuously develop and improve their:

4.4.6.1 Vocational Education and Training (VET) knowledge and skills that informs their training and assessment.

4.4.5.2 Vocational knowledge and skills relating to their relevant industry, and

4.4.5.3 Trainer/Assessor knowledge and skills

4.4.6 Hold a current WWCC; and

4.4.7 Staff delivering any qualification from the TAE training package, or its successor must hold:

4.4.8.1 TAE5011 – Diploma of Vocational Education and Training or its successor; or

4.4.8.2 TAE50211 – Diploma of Training Design and Development or its successor; or

4.4.8.3 A higher-level qualification in adult education.

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5 Responsibility

The Academic Manager is responsible for the RPL and Credit Transfer of Students at Westin College

6 Definitions

AQF Qualification	This qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.
Assessor	A qualified assessor is a person who has the competencies required under the Standards for RTOs and relevant Training Package or Curriculum Qualification who assess a student's competence.
Competency	Is the consistent application of knowledge and skill to the standard of performance required in the workplace? It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

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Credit Transfer	Is the credit to be given for learning outcomes that has already been achieved by the student.
Student	The person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation.
Recognition of Prior Learning (RPL)	It is the assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the Training Package or VET accredited course.
Statement of Attainment	Is a statement that recognizes that one or more accredited units has been achieved.
Unit of Competency	The unit of learning in a VET qualification including assessment requirements and the specification of the standards or performance required in the workplace as defined in a Training Package.
VET Accredited Course	A course accredited by the VET regulator in accordance with the Standards of VET Accredited Courses.

7 Policy Provisions

7.1 RPL and Credit Transfers will be granted in accordance with:

- 7.1.1 The Standards for National Vocational Education and Training Regulator (VVR) Standards for RTOs 2015
- 7.1.2 Australian Qualifications Framework (AQF) Pathways Policy

7.2 This policy is based on the following assumptions:

- 7.2.1 Students must apply for RPL and/or Credit Transfers
- 7.2.2 Westin College grants RPL and/or Credit Transfers based on an application and assessment of the required evidence.
- 7.2.3 Once the RPL and/or Credit Transfer has been granted, unless compelling educational reasons are presented, it will not be rescinded.

7.3 Westin College implements an assessment system that ensures that VET assessment (including Recognition of Prior Learning) complies with the assessment requirements of the relevant training package or VET accredited programs conducted in accordance with the Principles of Assessment and the Rules of Evidence contained below.

7.4 Principles of Assessment (Standards RTOs 2015)

Assessment Principals <small>(Standards RTOs 2015)</small>	
Principle	Definition
Fairness	The individual student's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to consider the individual student's needs. The RTO informs the student about the assessment process and provides the student with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible to the student by: reflecting the student's needs. assessing competencies held by the student no matter how or where they have been acquired; and drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

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Validity	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual student.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance. assessment of knowledge and skills is integrated with their practical application. assessment to be based on evidence that demonstrates that a student could demonstrate these skills and knowledge in other similar situations; and <p>Judgement of competence is based on evidence of student's performance that is aligned to the unit/s of competency and associated assessment requirements.</p>
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

7.5 Rules of Evidence (Standards RTOs 2015)

Rules of Evidence	
Validity	The assessor is assured that the student has the skills, knowledge, and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity, and relevance of the assessment evidence allows a judgement to be made of a student's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the student's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

8 Policy Information

Authorized Officer	CEO
Supporting documents, procedures & forms of this policy	<p>International Student handbook</p> <p>Policies and procedures</p> <p>Website</p> <p>All curriculum and support documentation employed in service delivery.</p> <p>ASQA General Direction: Retention requirements for completed Student assessment items 2013</p> <p>Australian Qualifications Framework (AQF)</p>
Related Legislation and Codes of Practice	<p>National Code 2018, Standard 2: Recruitment of an overseas student</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p>
Audience	Public

9 Procedure

9.1 RPL

9.1.1 Student can obtain formal qualifications using their current skills and prior formal training.

9.1.2 Suitably industry experienced and qualified Assessors will undertake the RPL assessment.

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9.1.3 Once enrolled Students will be allocated a trainer who will guide and assist you through the process.

9.1.4 Students will receive telephone calls, emails and have their own account on our portal where they are able to upload documents and access reference material for your course.

9.1.5 RPL can be applied for at before the course starts.

9.1.6 RPL on the basis of work experience and portfolio (as opposed to Credit Transfers for past studies) will be reviewed and authorised by a Training Manager who holds the unit TAEASS504 Develop and implement recognition strategies.

9.1.7 To apply for RPL:

9.1.7.1 Discuss the skills you currently have and discuss with the trainer if they can be used to gain formal qualifications.

9.1.7.2 The skills must be relevant to the course you are applying for.

9.1.7.3 Students will be advised of the outcome via email.

9.1.7.4 RPL assessment will take 14 days; but may take up to 30 days depending on complexity and other workloads.

9.1.7.5 The RPL Assessment includes activities to confirm authenticity of any submitted evidence. More than a third-party report or statement will be required as adequate evidence of authenticity.

9.1.8 If you have any questions to see if you would qualify for RPL please email us at admissions@westincollege.com.au

9.1.9 Records of RPL Evidence and Results:

9.1.9.1 Westin College make a scan of the original evidence, to sufficient detail, to show the type and value of the evidence provided.

9.1.9.2 All paper evidence provided will be security destroyed after assessment and scanning. Do not submit originals.

9.1.9.3 Assessment results will be recorded in the Student Management System.

9.1.10 Appeals about RPL Assessment Decisions:

9.1.10.1 Appeals about RPL Assessment decisions are in accordance with the Complaints and Appeal Policy and Procedures.

9.1.11 RPL Application Form:

9.1.11.1 The RPL application for each unit of competency is available on the Westin College website.

9.1.11.2 A summary [RPL Application](#) is used to list units requested and authorize fees payable.

9.2 Credit Transfer

9.2.1 Fees for Credit Transfers:

9.2.1.1 Westin College does not charge for Credit Transfers.

9.2.1.2 Course fees may be discounted based on the number of subjects reduced from a course due to the award of Credit Transfers. The discount is based on the number of subjects no longer required.

9.2.2 Evidence and Verification of Credit Transfers:

9.2.2.1 The following is required as evidence of successful completion of a unit of competency:

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- 9.2.2.1.1 A Statement of Attainment or Qualification with accompanying Record of Results or
- 9.2.2.1.2 A USI Transcript and the Student grants the ability of Westin College to login to the USI Register and verify the transcript.
- 9.2.2.1.3 Westin College must be authorised to verbally confirm authenticity with any documents with the issuing RTO; and/or login to the USI Register and verify the transcript. Some documents provided maybe JP certified and/or originals sighted by Westin College staff.
- 9.2.2.1.4 Students will be asked to complete the RPL Written Authority before they confirm authenticity of documents.
- 9.2.2.1.5 If the completion of a now superseded unit is greater than 4 years Westin College will not automatically grant a Credit Transfer without first determining the currency requirements. Student may be required to undertake a verbal or written Skills Assessment to evidence currency.

9.2.3 ASQA Process to Obtain Documents from Closed RTOs:

- 9.2.3.1 If a student has completed a unit of competency but are unable to provide a Statement of Attainment or updated USI transcript due to an RTO closure, Westin College will process this as RPL. Evidence considered in the RPL submission may require ASQA's confirmation of results. The prior RTO should have provided ASQA with records of their student's result and copies of their completed assessments.
- 9.2.3.2 RPL fees will be waived or reduced to reflect the workload involved.
- 9.2.3.3 It is the Students responsibility to apply to [ASQA](#) for copies of past results from closed RTOs after checking the USI Registry.

9.2.4 Qualifications will not be Issued Based on Credit Transfers:

- 9.2.4.1 Westin College will not issue a Qualification Testamurs based solely or mostly on Credit Transfers obtained at other RTOs.
- 9.2.4.2 **At least 30% of units in a course must be undertaken at Westin College** or awarded as RPL by Westin College (as distinct from Credit Transfer).
- 9.2.4.3 Students may still enrol in a Statement of Attainment course and complete specific units, noting that only a Statement of Attainment will be issued.
- 9.2.4.4 It is at Westin College discretion to issue a qualification the Minimum Qualification Testamurs Issuing Fee applies in addition to subject fees as published on the Course Fees page.

9.2.5 Equivalence of Equivalent Units for Credit Transfer:

- 9.2.5.1 **The equivalence of a unit for Credit Transfer purposes will be determined by using training.gov.au to determine if the unit is treated as equivalent to the current unit.**

9.2.6 Invoice Issued for Non-Refundable RPL Fees:

- 9.2.6.1 An RPL application will be quickly reviewed to determine if there will be sufficient evidence. If insufficient evidence is provided the student will be asked to reconsider RPL or revise the evidence, they submit prior to formal RPL assessment. Fees will not be charged at this stage.
- 9.2.6.2 RPL Fees will be invoiced and are payable prior to the full RPL assessment being undertaken.
- 9.2.6.3 RPL Fees are not refundable regardless of outcome of the formal RPL application.

9.2.7 Re-assessments of RPL Evidence:

- 9.2.7.1 Westin College will be reassessing the RPL application up to 3 times before an additional fee is payable.

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9.2.7.2 Westin College may refuse to re-assess an RPL application after 3 assessments where in its judgement the RPL is unlikely to be achieved.

9.2.8 RPL Evidence Requirements:

9.2.8.1 RPL assessment must meet the assessment evidence requirements of:

9.2.8.1.1 **Validity:** The assessor is assured that the student has all of the skills, knowledge and attributes as described in the unit of competency including associated assessment requirements. Gap learning and/or assessment may be identified for minor areas where evidence is not available.

9.2.8.1.2 **Sufficiency:** The assessor is assured that the quality, quantity, and relevance of the assessment evidence enables a judgement to be made of a student's competency. Westin College requires evidence from a range of sources. Resumes, job descriptions or third-party references are not sufficient evidence in isolation as sources of evidence.

9.2.8.1.3 **Authenticity:** The assessor is assured that the evidence presented for assessment is the student's own work. While lodging RPL evidence, the applicant authorises Westin College to make unrestricted verification to test authenticity.

9.2.8.1.4 **Currency:** The assessor is assured that the assessment evidence demonstrates current competency. The assessment evidence must be from the present or the very recent past. Westin College applies a **standard 4-year period**. The standard period may vary (either way) based on the unit under consideration and the extent to which industry practice in that field has changed.

9.2.9 Verifiable Online USI Transcript:

9.2.9.1 To download a USI Transcript in PDF format that is viewable by third parties online, the student:

9.2.9.1.1 Logs into their USI account via the [USI Student Portal](#).

9.2.9.1.2 Select the '**View VET Transcript**' option.

9.2.9.1.3 Reads and acknowledges the Transcript **Disclaimer**.

9.2.9.1.4 From the **VET Transcript Details** screen, uses the check boxes on the left-hand side of the screen to select all training records ([full transcript](#)); or some training records ([transcript extract](#)).

9.2.9.1.5 Responds '**Yes**' to the question: '*Do you want to create a viewable VET transcript*'.

9.2.9.1.6 **Sets a time limit** for the Transcript to be viewable online by selecting a date or period (e.g. one week to six months) – the student can change the set time limit or cancel the viewable VET transcript at any time prior to the expiry date.

9.2.9.1.7 **Downloads** the transcript in PDF format which will contain the training data selected by the student.

9.2.9.1.7 At the bottom of the PDF transcript, the following online verification details will be included:

9.2.9.1.7.1 A **unique URL link** with an alpha-numeric **document number** for third parties to securely view an online version of the downloaded transcript.

9.2.9.1.7.2 The date the downloaded transcript will expire (i.e. the **Set a time limit** date selected by the student).

9.2.9.1.8 The student can provide the PDF electronically (e.g. via email) or print the PDF and provide it as a hardcopy – either way, the third-party recipient of the transcript can use the **unique URL link** and alpha-numeric **document number** to verify the transcript online to check that it is a genuine authenticated USI transcript. [Third party verification](#) must occur prior to the **Set a time limit** expiry date selected by the student.

NOTE: Students can create more than one USI Transcript at a time with varying training records on each Transcript.

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10. Revision History

Creation/ Revision Date	Comment	Created/ Revised By
Feb 2021	Policy and Procedure created	CEO
June 2022	Updated footer, added RTO and CRICOS code	PEO
March 2024	Form Reviewed	PEO

