Policy Area: All Students
Subject : Student Policies and Procedures
Title of Policy: Credit Transfer and Recognition of Prior Learning (RPL)
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Approved by: Neil Bridge – General Manager

RPL
In accordance with the requirements for NVR Registered Training Organisations, St Patrick’s Institute of Education provides the opportunity to have prior learning recognised toward a qualifications or units of competence for which they are enrolled. Recognition is viewed simply as another method of assessment and therefore is conducted in accordance with the Assessment Policy.

For further information and to apply for RPL, please see the RPL Package on the website. www.spie.edu.au.

CREDIT TRANSFER
St Patrick’s Institute of Education acknowledges the requirement as a Registered Training Organisation (RTO) to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

What is credit transfer?
Credit transfer is the recognition of learning achieved through formal education and training. Under the Standards for NVR Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is an important to note that credit transfer is not recognition of prior learning (RPL).

If credit transfer is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. In many cases this information can be found in mapping guide published in the relevant Training Package (usually volume one or on the Industry Skills Council (ISC) website). Our administrative staff will obtain this information and validate claims of equivalence.

As a general guide, if there is no such mapping available then we are not obliged to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for recognition in accordance with our Recognition policies and procedures.
Evidence requirements
An applicant will be required to present his or her statement of attainment or qualification for examination by St Patrick’s Institute of Education. These documents will provide the detail of what units of competence the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework (AQF). The applicant is required to submitted copies only which are certified as a true copies of the original by a Justice of the Peace (or equivalent).

Credit transfer guidelines
The following guidelines are to be followed when an application for credit transfer is received:
- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competence or qualification which are not included in our scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for credit transfer and we do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition.
- Credit transfer will only be issued when the student’s enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enroll only for credit transfer.
- The recognition of a unit of competence under a credit transfer arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.