

RTO	Builders Academy Australia (RTO ID 21583)
Type	Internal External
Applicable standards	Standards for Registered Training Organisations 2015 All State and Territory Funding Contracts
Authorised by	General Manager Quality and Compliance
Effective Date	10 January 2023
Version	V3.0

## Policy: Recognition of Prior Learning (RPL) and Credit Transfer (CT)

---

### Overview

Builders Academy Australia (BAA) is committed to providing up to date and relevant information regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all Students prior to enrolment and whilst enrolled with BAA.

BAA actively promotes RPL and will conduct RPL assessment in accordance with the principles of assessment and the rules of evidence.

BAA has qualified RPL Assessors who are responsible for a fair, equitable and consistent RPL process.

Students who have gained knowledge and skills through work, life experience, training or education may be able to undertake a process of recognition. By going through a recognition process a Student may be able to gain recognition for one or several units of competency or gain an entire qualification without having to attend / undertake training. As part of the Pre-Training Review process, a Student's work and education history is discussed.

The idea of recognition is to accept and reward knowledge and skills that have been achieved in a wide variety of ways. This process is quicker than undertaking training and may be cost effective. Recognition can occur through:

- **Recognition of Prior Learning (RPL)**
- **Credit Transfer (CT)**

### Definitions

#### **Recognition for Prior Learning (RPL)**

Recognition for Prior Learning (RPL) is an assessment process for the purpose of recognising skills and competencies an individual may have already attained and to provide them with a formal qualification (or Statement of Attainment) from a nationally recognised training package or curriculum.

Individuals wishing to apply for RPL may already have skills and knowledge through:

- Formal or informal training and education
- Work experience
- General life experience

RPL assesses a person's skills and competencies to determine and ensure these are current.

RPL is not required when a person already has the same unit of competency completed at an RTO or any other authorised issuing organisation. In this case, the concept of National Recognition will apply, and they may seek Credit Transfer for the unit of competency.

RPL is awarded to individuals who are able to demonstrate satisfactory achievement of the required competency standards or learning outcomes for some or all of the units within their chosen qualification.

### **Credit Transfer (CT)**

CT is the process of awarding credit for a unit of competency previously attained from another Registered Training Organisation (RTO) which is the same as the unit of competency in a BAA course.

Clause 3.5 of the Standards for Registered Training Organisations 2015 (RTOs) states "Credit must be granted for studies completed at an RTO or any other authorised issuing organisation, such as a university."

CT provides a means for Students to gain recognition of equivalent study previously undertaken, on the basis of completed components of another qualification or other formal learning.

## **RPL – How it Works**

RPL is one of the ways that we can assess your competency in a qualification. It is an alternative to coursework or class attendance. If you have existing skills or knowledge RPL can help reduce coursework required to complete a qualification.

We match your existing skills and knowledge against our courses. We determine what learning, skills and knowledge you are able to demonstrate against the unit or qualification you'd like to complete. Then we assess your competence using the evidence you've provided. Where the evidence proves your competence, it reduces or eliminates the need for coursework and enables you to complete your course quicker. In some cases, a qualification can be completed without having to undertake any additional training. If any gaps are identified, we provide targeted training, so students only do what they need to.

The RPL process is interactive and personal so as to meet the needs of the student and offered to all students at enrolment.

## The RPL Process

### Registration

BAA has introduced a purpose built online RPL Assessment Tool Portal in collaboration with Ready Skills (owned by Readytech). Ready Skills enables BAA to better track and manage the RPL Application Process. From recognising existing learning, to skills planning and assessment, Ready Skills makes managing skills information simple and empowers meaningful learning journeys. Ready Skills brings vocational education providers, apprenticeships providers, employers and students together using an online, mobile skills information management platform.

To commence the RPL process the student will be required to complete an online RPL registration and pay an application fee. Once the registration is complete, the student will be given access to the RPL Assessment Tool Portal where they can select the units, they are seeking recognition for and work on their submission.

### RPL Application

BAA follows an automated online stepped approach in managing a student's RPL journey. These steps are:

- Step 1 – Self Assessment Checklist. Comprises of each unit of competency on the qualification and a summary of the performance criteria and elements and whether a student feels they can provide evidence against there. Students will then only be able to apply for the units in Ready Skills based on their Step 1 self-assessment responses.
- Step 2 – Employment History. This step is where students enter their past work experiences, and employers and timeframes of work.
- Step 3 – Interactive Work Experience Profile. Students will select the tasks they have completed in their previous employment relating to their specific work experience by selecting specific work experience images. The information provided is used to confirm that the student has applied the relevant skills and knowledge for the units of competency within a workplace environment.
- Step 4 – Workplace Experience Validation. This step involves the student sending their work experience profile to the relevant Employers they identified they completed the work for. This acceptance comes back as a Third-party report by the Employer verifying that the work experience is true and correct.
- Step 5 – Uploading Additional Evidence: Students will upload additional evidence they believe is relevant to their application for each unit. BAA has listed for each unit specific items we would need to see such as documentation, photo's, videos, training records, minutes of meetings, incident reports, certificates, evidence of professional development and attendance at industry events.
- Step 6 – Declaration & Submission: Students will agree to BAA's terms and conditions and declare that everything submitted is true and correct before it gets submitted to a RPL Assessor.
- Step 7 – Competency Conversation- Students will participate in a conversation with their RPL Assessor to discuss their experience, skills and knowledge against specific tasks relevant to each unit of competency. This competency conversation will assist the RPL Assessor identify competency, as well as any gaps in the student's skills and/or knowledge and create a plan to address these prior to the student's final RPL submission.
- Step 8 – RPL Assessor Review.

The student will need to provide evidence to demonstrate that they are currently competent against the endorsed industry competency standards (current being within the last 3 years). The onus is on the student to provide sufficient evidence to satisfy the requirements of current competency.

In judging evidence, the RPL Assessor will ensure that the evidence of prior learning is:

- authentic (the student's own work);
- valid (directly related to the current version of the relevant endorsed unit of competency);
- reliable (shows that the student consistently meets the endorsed unit of competency);
- current (reflects the student's current capacity to perform the aspect of the work covered by the endorsed unit of competency); and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

## RPL Assessment

In order to grant RPL the Assessor must be confident that the Student is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework (AQF) accredited courses.

Upon assessment of the RPL application, the Assessor will provide the Student with an outcome for each of the units for which they are seeking recognition. If the outcome of the unit is satisfactory, the unit will be resulted as "Granted RPL". If the outcome of a unit is unsatisfactory, the Student will be required to complete training and assessment for that unit in order to achieve competency.

The Assessor will contact the Student to advise the outcome and whenever relevant, provide options for training.

## Fees

The fees associated to complete the RPL process are based on how many units the Student is applying for, where they live and whether they are eligible for Government Funding. There is also a one off RPL Application Fee.

RPL in some jurisdictions is:

- Fully subsidised;
- Partially subsidised; or
- Not subsidised.

A course advisor will be able to provide a cost to complete the RPL process. Once an RPL is approved and granted, it is recorded in the SMS VETtrak and on the students training plan.

Indicative fees for RPL are published on our website.

## Credit Transfer (CT) – How it Works

As a component of the Pre-Training Review process, BAA ensures students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

CT is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies.

Where a student provides suitable evidence that they have successfully completed a unit or module at any RTO or at any other authorised issuing organisation, such as a university, BAA will provide credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

BAA is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed with another RTO or issuing organisation.

Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

BAA's approach to approving a CT application will not unfairly advantage or disadvantage any prospective or current student. Students must not be required to repeat any unit/s or modules in which they have already been assessed as competent (unless a regulatory or licensing condition e.g., industry licensing scheme requires this).

A student will be required to provide evidence of their attainment of relevant units of competency required for their CT to be applied and these results are verified as per BAA's **Verification of qualifications and units policy and procedure**.

BAA recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including students seeking CT for previous study, and personnel documentation. Before providing credit on the basis of a qualification, statement of attainment or record of results, BAA authenticates the information in the document.

Students who wish to apply for CT must provide an original or a certified Certificate/ Statement of Results or Statement of Attainment. BAA may authenticate the information through either the Unique Student Identifier (USI transcript service online, or by contacting the issuing RTO directly).

CT can be granted for

- Unit/s of competency with the same unit code and unit title
- Superseded and equivalent unit/s of competency

To grant CT's for a student, BAA uses a CT form that lists the superseded and equivalent units of competency available for CT toward a new unit of competency. For CT to be granted the unit must be deemed equivalent as published on the National Training Register [www.training.gov.au](http://www.training.gov.au). Providing CT for units superseded (and equivalent) more than once is at management discretion and this is reflected by the units listed on the CT form.

If a superseded unit is deemed 'non-equivalent' on the National Training Register, BAA will be unable to grant a CT and the superseded unit will not be included on the CT form. In these cases, the student may consider applying- for RPL.

BAA are unable to provide CT for Units of competency listed as Deleted on the National Training Register [www.training.gov.au](http://www.training.gov.au).

## The Credit Transfer Process

### When to Apply

Whilst students may apply for CT at any time, they are encouraged to apply before commencing a training program; this will reduce unnecessary training.

CT will only be issued when the Student's enrolment includes at least one other unit of competence; students cannot enrol only for CT.

### Credit Transfer Form

A CT form is available for each qualification on BAA's staff Learning Management System (LMS). Where there is indication that a Student may be eligible for CT, the form is to be accessed and if the student has provided the required verified information, as mentioned above, the CT will be approved and applied.

This form guides the CT process, establishing units for which CT can be applied and the equivalent units that may be accepted for CT purposes.

### Evidence

As per BAA's **Verification of qualifications and units policy and procedure** Students who wish to apply for CT must provide verifiable evidence of their results for CT. These include:

- an original or a certified Certificate/Statement of Results or Statement of Attainment; or
- students who have completed their studies from 2015 onwards can give access to BAA to view their transcript of results via the USI Portal. This can be done by following the USI registry instructions: [Giving permission to my training organisation](#)

Refer to BAA's **Verification of qualifications and units policy and procedure** for guidance on collecting sufficient evidence.

### Verification of Documentation

The student will be required to sign a permission form in order for BAA to verify their qualification or statement of attainment. Refer to BAA's **Verification of qualifications and units policy and procedure** for guidance on completion of verification processes. Conduct all necessary verifications, retaining evidence of such on the student file.

Under special circumstances where BAA is not able to verify the copies with the issuing provider, other options will be considered by BAA.

Refer to the *Verification of qualifications and units policy and procedure* for guidance on verification of results.

## CT Determination

Where a CT is granted, this is to be indicated on the CT form and retained on the student file. Evidence that the student holds the relevant unit or superseded and equivalent unit must be retained on the student file including evidence of verification or USI Portal access.

The Student will be advised of the CT outcome.

Where a CT is approved and granted, it is recorded in the SMS VETtrak and on the Student's training plan. In many cases, this will reduce their study duration time. Fee for Service Students will also have their Tuition Fees reduced by the cost of the units of competency for which they have been provided CT.

Where CT is not granted, the Student will be notified on completion of the assessment. Communication to the Student includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.

## Fees

There are no fees associated with applying for a CT.

Student fees will be calculated as per the Fees, charges and refund policy also located on the BAA website.

Fee for Service Students will have their Tuition Fees reduced by the cost of the units of competency for which they have been provided with CT.