RTO: 90283

Recognition Policy & Procedure

Purpose:

The purpose of this policy and procedure is to address the National College of Vocational Education's (NCVE) obligations to inform students about recognition opportunities including Recognition of Prior Learning (RPL) and Credit Transfer (CT) and to have efficient processes in place to assess student applications for RPL and/ CT.

This policy and procedure also address the requirements of:

- *Standards for RTOs 2015: Clause 1.12, 1.8, 3.5*
- *Smart & Skilled Operating Guidelines, Standards 5.2, 6, 7.1, 7.2, 13,17.2, 18.1*

Policy:

Informing students:

- NCVE ensures that students, as soon as is practicable after initial contact, have access to information about RPL and Credit Transfer.
- NCVE's primary form of information provision is the Student Handbook.

Credit Transfer (CT):

- NCVE acknowledges that nationally recognised qualifications and units of competency are recognised and portable across the country regardless of where they were issued.
- Students completing a course of study at NCVE will not be required to repeat any unit in which they have already been assessed as competent (unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this).
- If a student provides NCVE with suitable evidence that confirms they have successfully completed unit of competency at another RTO, NCVE will provide credit for the unit.
- To provide Credit Transfer, NCVE must collect one of the following evidence formats:
    - AQF certification documentation issued by any other RTO to the applicant
    - VET transcripts issued by the Students Identifier Registrar
- NCVE will retain the following evidence of Credit Transfer eligibility granted to students:
    - Testamur, Record of Results and/ or Statement of Attainment
    - VET transcript provided by the application or generated via the Students Identifier Registrar

Credit transfer for superseded equivalent units of competency:

- NCVE will grant credit for a unit of competency that is a superseded equivalent unit of competency.
- NCVE will grant credit for a superseded equivalent unit of competency if the following circumstances:
    - The superseded equivalent unit of competency for which the student is requesting credit transfer is the version that has been replaced by the current version.

Recognition of Prior Learning (RPL):

NCVE recognises that an individual's competency may have been acquired through formal, non-formal and/or informal learning.

- NCVE has processes in place to assess competency via RPL.
- NCVE's RPL assessment process is designed to determine how an individual meets the requirements specified in the relevant training package and may include identifying training needs to address competency gaps identified through the RPL process.
- As a form of assessment, NCVE's RPL processes form part of its assessment system and is administered at the unit of competency level.
- Therefore, NCVE's RPL processes and tools are designed to meet the requirements of Clause 1.8 of the Standards for RTOS, 2105, specifically, Principles of Assessment and Rules of Evidence.
- NCVE will retain evidence of RPL processes for each applicant. Evidence includes but is not limited to:
    - Observation of workplace performance, demonstration, simulation
    - Third-party evidence, e.g., reports from workplace supervisors; references from past and/or present employers; testimonials from clients
    - Challenge tests on elements
    - Work samples collected and/or documented

Smart & Skilled Subsidised Training:

- For the purposes of notifying the NSW Department of Education about the enrolment of an eligible prospective student in subsidised training, NCVE will:
    - use the STS Provider Calculator to input details of any Credit Transfers or Recognition of Prior Learning and generate details of the Student Fee (if applicable) chargeable and the applicable Subsidy.
- Training Delivery Data submitted within the required 28 days of the subsidised student's planned start date will include any Credit Transfer or Recognition of Prior Learning.
- NCVE must note the difference between CT and RPL when reporting delivery data.
- To report RPL, NCVE will:

    - use the UoC Outcome Code 51
    - use the start and end dates of the UoC as the start and end dates of the Recognition of Prior Learning process
- To report CT, NCVE will:
    - Use the UoC outcome code 60
    - Use the date of grant of CT as the start and end dates of the UoC
- NCVE will list any CT or RPL granted towards one or more units of competency in the enrolled student's Training Plan.
- NCVE acknowledges that:
    - Funding for units of competency achieved through RPL is available for up to 50% of the total units in a qualification paid at 100% per unit of competency calculated on the total qualification subsidy amount.
    - Units of competency achieved through RPL beyond 50% will not be paid.
    - Funding is also not available for units of competency achieved through Credit Transfer
    - An AA is not eligible for a completion payment where more than 50% of the units are achieved through RPL.
- Where the Credit Transfer and/or RPL process results in the student already holding 80% or more of the required competencies, NCVE will (in consultation with the student and employer), reassess the suitability of the qualification and:
    - select a different qualification, or
    - document the decision for the student to continue in the enrolled qualification.
    - retain evidence of discussions and decision will be retained.
- Hours used by the trainees for RPL activities are included in NCVE's obligation to monitor access to a minimum of 20% training contact hours per week for structured training and assessment until the full qualification has completed.
- Training Plans developed by NCVE for trainees will include the assessment arrangements against each unit of competency, including the identification of UoC for which Credit Transfer or RPL have been granted.
- When a trainee changes from one employer to another or from a superseded/deleted qualification to a new/replacement qualification and remains with NCVE, NCVE will again explain the Credit Transfer process to the trainee.

Procedure:

Informing students				
Step	Process	Responsibility	Timeframe	Related documents
1	• At the time of initial contact, provide the prospective student with: o an explanation of Recognition of Prior Learning (RPL) and NCVE's obligation to offer the process to al prospective students o the process to be conducted if a student wishes to apply for RPL o an explanation of Credit Transfer (CT) and NCVE's obligations to accept AQF documentation issued by another RTO o The provision of the above information will be provided in the context of the competency discussion with the prospective student to identify any relevant competencies previously achieved that may contribute to either RPL or CT. • If the student does not wish to proceed with RPL or CT process, continue the induction process as normal. • If the student wishes to proceed with CT process, refer to CT procedure below – make a note of student profile in LMS. • If the student wishes to proceed with RPL process, refer to RPL procedure below – make notes on student tracker on LMS. • Record Information provided by the prospective student about their RPL and/ or CT options on the relevant Eligibility Checklist.	Administration Officer	During initial phone interview	Eligibility Checklist
2	• Issue the prospective student with the following documents when eligibility has been confirmed and the students wishes (in writing or	Administration Officer	As soon as eligibility is confirmed	Student Handbook

	verbally) to proceed with an enrolment: o Application Form & Written Agreement o Student Handbook • Confirm that the applicant has acknowledge that they have read and understood the contents of the Student Handbook on the relevant section of the Application Form & Written Agreement.			
Credit Transfer				
1	Students requesting CT at enrolment at induction interview (or following induction)	Administration Officer	As required	
2.	Explain options to student about authenticating their USI: • Generate a VET transcript from the USI Register (if qualification was issued before the previous AVETMISS reporting period) • By contacting the issuing RTO			
2	Email student requesting a certified copy of AQF document from student with attachments: • Certified copies Information Sheet • Student Consent for AQF Document Authentication Form OR • Student Information: Permission to generate your VET transcript	Administration Officer	As required	CT Request email Certified copies Information Sheet Student Consent for AQF Document Authentication Form Student Information: Permission to generate your VET transcript
4.	Documents returned to NCVE	Administration Officer	As required	
5.	View the RTO Code on the AQF document			AQF document

	Go to www.training.gov.au - national register for VET	Administration Officer		
6.	Enter RTO number	Administration Officer		
7.	Go to 'Contacts'	Administration Officer		
8.	Find email address under 'Registration Enquiries' of 'Public Enquiries'	Administration Officer		
9.	Email the issuing RTO with attachments: • Certified copy of student's AQF document • Student Consent for AQF Document Authentication Form • Certified copy of student's photo ID	Administration Officer	As required	Issuing RTO email template Student Consent for AQF Document Authentication Form Certified copy of AQF document Certified copy of Photo ID
10.	If the Student Consent for AQF Document Authentication Form has not been completed and retuned in one week, send reminder email to issuing RTO	Administration Officer	After one week	
13.	To report CT in SDS Online: • Use the UoC outcome code 60 • Use the date of grant of CT as the start and end dates of the UoC	Administration Officer	When documents have been verified by issuing RTO	
14.	If student has chosen to verify their USI on the USI Registrar: • Notify officer authorised to access the USI Registrar • Officer generates VET Transcript and returns to processing officer	Administration Officer USI Officer	When USI Permission form is returned	Student Information: Permission to generate your VET transcript

	• If access has not been granted after one week, contact student to request access again			
CT Evidence Retention				
1.	Upload completed AQF Document Authentication Form and certified AQF document to Student File in LMS	Administration Officer	documents have been verified by issuing RTO	
2.	IF AQF document contributes to Update Assessor Marking Tracker so that assessor is aware that document has been added to student file.	Administration Officer		
Recognition of Prior Learning				
1	• Advise RTO Manager of a new RPL application. • RTO Manager advises which trainer/ assessor the application is to be directed to (based on current workloads and areas of expertise). • Enter student details and the RPL request onto the Assessor's marking tracker spreadsheet in the Database folder on One Drive. • Details should include as much information as possible including: o Student's name o Contact details o Preferred time of contact o Course in which student is enrolled o Indications of areas of expertise or previous qualifications o Upload any supporting documentation to LMS o Note related documents on the tracker.	Admin.	Within 1 business day of RPL request	Assessor's marking tracker
2	• Contact student to discuss areas of previous experience, previous qualifications, knowledge of different areas of agency operations. • Note which units for which RPL will be attempted on tracker.	Trainer/ Assessor	Within 5 business days	Tracker and RPL kit

	• Issue student with RPL kit noting which section the student. • Advise student to submit RPL documents, evidence and knowledge questions to reception@ncve.edu.au • Record notes on process completed on the student's profile in the LMS.			
3	• Advise Admin team of all units that may be achieved via RPL by adding comments on the assessment marking tracker.	Trainer/ Assessor	Same day as Step 2	Tracker
4	• Set reminder in calendar to check-in with the student to assess their evidence gathering process 2 weeks from initial contact. • If student has not yet collected all RPL evidence for submission, make further contact every two weeks until submission has been made.	Trainer/ Assessor	Within 2 weeks of pervious contact	
5	• Release course to student in LMS.	Admin	Within 1 business day	
7	• As RPL evidence is submitted by the student, Admin uploads the RPL evidence to the student's documents in the LMS and add the RPL entry to the assessor's marking tracker.	Admin	As RPL evidence is received	Trackers
8	• Complete CRS for units which have been deemed competent via RPL.	Trainer/ assessor	Withing 2 weeks of RPL submission	Tracker and CRS
9.	• Change status of Competent units (after the assessor has assessed the RPL and provided CRS) from 'Pending' to 'RPL'. • Record notes in the student's profile in the LMS.	Admin.	As required	
10.	• To report RPL in STS Online: • use the UoC Outcome Code 51 • use the start and end dates of the UoC as the start and end dates of the Recognition of Prior Learning process	Admin.		

RPL Evidence retention				
1	• All RPL evidence submitted by student is stored in the 'student documents' section of the LMS including: o Completed RPL kit o All supporting documentation submitted y student in support of their RPL application	Admin.		
2.	• RPL evidence is retained for a minimum period of six months from the date on which the judgement of competence for the student has been made asper ASQA General Direction 22 June 2012 - *Retention requirements for completed student assessment items*	Admin.		

Pro-forma and supporting documents:

- Student Handbook
- Smart & Skilled Training Plan/Schedule
- Eligibility Checklist
- Student Consent for AQF Document Authentication Form
- Certified copies Information Sheet
- Issuing RTO email template
- CT Request email

Version Control:

Title	**Recognition Policy & Procedure**			
Description	Describes processes used by NCVE to process RPL and Credit Transfer applications			
Created By	Jill Millard			
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Maintained By	Jill Millard			
Version Number	**Modified By**	**Modifications Made**	**Date Modified**	**Status**
2.0	Jill Millard	Minor amendments following review by CEO	07/04/2025	Current