CMNL ACADEMY

RPL and Credit Transfer Policy

RPL and Credit Transfer Policy and Procedure
(Clause 3.5)

1. Purpose

The purpose of this policy and associated procedure is to ensure quality, integrity, and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

2. Scope

This policy and procedure apply to all the courses on CMNL Academy's scope of registration. This policy and procedure also apply to all current and prospective students of CMNL Academy who seek recognition for learning previously gained through formal, non-formal and informal learning and work experiences.

3. Definitions

RPL: Recognition of Prior Learning: means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences 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 VET qualification.

Credit Transfer (CT): means transfer of credits from units of competencies achieved in formal and nationally recognised education and training system to equivalent units of competencies, satisfying the required competency standards.

Statement of Attainment (SOA): are documents (like a certificate) that show the units of competency that a student completes as part of a nationally recognised course.

Units of Competency: means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

Training Service NSW: Training Services NSW is responsible for government-funded vocational education and training (VET) in NSW.

4. Legislative Context

The legislative base for this policy is as follows:
- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (SRTOs) 2015
- Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning

5. Policy

The National Principles and Operational Guidelines for Recognition of Prior Learning (RPL) represent a set of national cross sector guidelines to support implementation of RPL as an important element of Australian education and training.

5.1 At CMNL Academy the granting of RPL and Credit Transfers will be established and maintained in accordance with:
- AQF National principles and operational guidelines for Recognition of Prior Learning Procedure
- Standards for Registered Training Organisations (SRTOs 2015)

5.2 RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

CMNL Academy will make RPL available to all students in compliance with the relevant Standards for Registered Training Organisations 2015.

RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

Assessment will be undertaken by a qualified assessor who has successfully completed:
- Certificate IV in Training and Assessment TAE40110 with TAELLN411 and TAEASS502) or
- TAE40116 or equivalent and
- Meeting the requirements as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and the relevant schedules (Schedule 1).

5.3 Candidates applying for Credit Transfer or RPL must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a CMNL Academy course.

5.4 If the granting of credit transfer results in shortening of the student's course, CMNL Academy will report the change of course duration to the Training Service NSW. All records will be kept for a minimum of two years from the date student has ceased to be an enrolled student.

5.5 No fees will be charged for Credit Transfer applications.

5.6 Fees for RPL will be charged per unit of competency (*Ref: Booking Terms and Conditions*). RPL fee will be in addition to the total course fee.

6. Credit Transfer Procedure

The following procedure applies to Credit Transfer applications. There is **no fee** for Credit Transfer.

	Steps	Responsibility	Comments
1	Complete the Credit Transfer Application Form and attached all the required evidences	Student	Original (or JP certified) copies of award with transcript and/or Statement of Attainment
2	To authenticate the provided copies of award and/or Statement of Attainment by contacting the issuance RTO (phone or email)	Administration staff	Admin Staff to complete the Credit Transfer Authenticates Form
3	All application associated forms and evidence documentation are forwarded to Compliance Manager	Administration staff	Evidence documentation including Credit Transfer Application Form, copies of award and/or SOA and Credit Transfer Authenticate Form
4	Assess the application and determine eligibility	Compliance Manager	Same units might have different code under different training packages. Where required, units of competencies should be downloaded from TGA to compare the competency standards and equivalence
5	Grant necessary credits if eligible	Compliance Manager	Original documents must be sighted
6	Inform Administration team with the CT application outcome	Compliance Manager	
7	Make copies of the evidences for the student file	Administration staff	Evidences including Credit Transfer Application Form, copies of award and/or SOA and Credit Transfer Authenticate Form
8	Review and modify course schedule	Administration staff	Training Calendar and Training Plan to be updated accordingly

	Steps	Responsibility	Comments
9(a)	Notify Training Service NSW (Government-funded courses)	Administration staff	
9(b)	Re-calculate Course Fee (Fee-for-service Students)	RTO Manager	The fixed cost of the qualification will be reduced by the proportion of units of competency given credit transfer.
10	Update student records on the Student Management System (VETTRAK)	Administration staff	Use appropriate code to recognise credit transfer
11	Notify the student advising the outcome of the application and revised training plan if applicable	Administration staff	A copy goes in the student file

If the application does not meet the required criteria as set down then Credit Transfer cannot be granted for one or more units, the applicant have the right to access the Appeals Policy and Procedures to appeal the decision made by CMNL Academy.

7. RPL Procedure

The following procedure applies to RPL applications. RPL fee will be applied as per CMNL Academy Booking Terms and Conditions.

	Steps	Responsibility	Comments
1	Provide RPL advice and a copy of RPL Guide to the candidate	Administration Staff	Provide information on RPL process, required evidences, unit contents and RPL fee
2	Complete the RPL Application Form and attached all the required evidences	Student	A combination of formal and information education and training, work experience and general life experiences can be used to determine prior learning
3	Provide evidences of previous skills, knowledge and learning	Student	Work experience certificates, awards, previous qualifications, citations, evidences of work/projects completed, testimonials, etc.

	Steps	Responsibility	Comments
4	Pay the RPL fee and lodge the application along with all the		Fee: refer to Booking Terms

	evidences	Student	and Conditions
5	Acknowledge receipt of the application in writing	Administration Staff	Email to the student
6	RPL Pack is to be provided to the student at the briefing session	Nominated Qualified Assessor	
7	Assess the claim and determine the eligibility using the RPL Evidence Kit	Nominated Qualified Assessor	If required, the students may be asked to provide a verbal or written evidence of competency or demonstrate the competency in assessor's presence
8	Grant necessary credits if eligible	Nominated Qualified Assessor	
9	If not successful, document detailed reasons on the application form	Nominated Qualified Assessor	A copy of application form with detailed reason goes in student file
10	Inform Administration team with the RPL application outcome	Nominated Qualified Assessor	Notify the team advising the outcome of the application within 5 days following the final assessment
11	Make copies of the evidences for the student file	Administration staff	Evidences may include but not limited to work experience certificates, awards, previous qualifications, citations, evidences of work/projects completed, testimonials, etc.
12	If successful, update student records on the student management system	Administration staff	Use appropriate code to recognise RPL
13	Notify the student advising the outcome of the application within 5 days following the final assessment	Administration staff	A copy goes in the student file

If the application does not meet the required criteria as set down then RPL cannot be granted for one or more units, the applicant have the right to access the Appeals Policy and Procedures to appeal the decision made by CMNL Academy.

8. Responsibility

8.1 The Compliance Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

8.2 The nominated Assessor is responsible for collecting, verifying, assessing and filing evidence of competency and prior learning.

8.3 The RTO Manager has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the RTO Manager in person or by email to: CourtneyL@cmnlacademy.com.au

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Credit Transfer Application Form

Section A Personal Details	
Given names:	Family name:
Preferred phone number:	Email:

Section B Course for which you are applying for credit transfer	
Course/Qualification Name:	
Qualification Code (if applicable):	

Section C   Details of credit – Details of previous study for which credit is sought (photocopy this page if you need to record additional units)

Course name:	Did you complete the course? ☐ YES ☐ NO

Training Organisation name:

Details of previous study			Office use only – Compliance Manager approval	
Unit code	Unit name	Year completed	Approved (Y/N)	Declined (Y/N)
			Signature:	

Please turn over to complete the Applicant's declaration on next page

Section D   Applicant's declaration

PRIVACY STATEMENT: CMNL Academy is collecting your personal information in accordance with CMNL policies and procedures to manage your enrolment, training progress, and administration. For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress and results) will be disclosed to

- The National Centre for Vocational Education Research and the Department of Industry in accordance with the *National Vocational Education and Training Regulator Act 2011* for the purposes of national statistical data collection, and to provide information for your Unique Student Identifier account; and the national VET and higher education regulators in accordance with the *Standards for Registered Training Organisations 2015* to assist with the monitoring and regulation of the vocational education and training.

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact CMNL administration team.

For those students who require assistance in reading and understanding this Privacy Statement, please contact CMNL administration team prior to enrolling.

Section E   Applicant's declaration

- **I warrant that the information on this form is correct and complete. I acknowledge the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application.**
- **I have read the CMNL statement on privacy and the purposes for which my personal information will be used.**
- **I authorise CMNL to obtain further information with respect to my application.**
- **I agree to abide by the policies of CMNL.**

Signed: **Date:**

Section F Office use only

Full name of staff member processing application:	**Application:**
Date received:	☐ **Checked** **Date:** ☐ **Sent for approval** **Date:**
Student advised of outcome: ☐ **Yes** ☐ **No** **Student advised by:** ☐ **Photocopy of this page** ☐ **Letter** ☐ **Email** **Sent date:**	**Sent to:** **Staff Signature:**

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Credit Transfer Authenticates Form

Credit Transfer Authenticates Form

Section A   Award Details
Award Type: ☐ **Qualification**   ☐ **Statement of Attainment** ☐ **Others, please specify:**
Certificate Number (if applicable):
Student Number (if applicable):

Section B Authenticates Details	
☐ **Phone Check**	☐ **Email Check** *(All email correspondences Must be saved under student file along with this Authenticates Form)*
RTO Name: **Person Contacted:** **Position/Title:**	**RTO Name:** **Email Response received:** ☐ **Yes** ☐ **No** **If No, please specify the follow-up actions:**
Award details that have been authenticated: ☐ **Student Full Name** ☐ **Qualification title or Units of Competency on the Awards** ☐ **Certificate Number or Student Number** ☐ **Award Issuance Date**	

Award Authenticated by: **Signature:** **Date:**

RPL Application Form

Section A	Personal Details				
Full Name:			**Date:**		
Mobile:			**Email:**		
Address:					
Qualification / Course:					

Section B	Application and Declaration

Student:

❑ I wish to apply for Recognition of Prior Learning for the units of competency listed below.

❑ I have attached original copies of certificates I have achieved previously from other courses and training providers.

❑ I declare that certificate documentation supplied is legitimate, true and correct.

❑ I understand that the Assessor will verify my certification documentation for validity.

❑ I agree to pay the fee of $550 per unit for document administration and additional assessment (if necessary) that is required for me to confirm competency.

❑ I understand that the RPL process is an assessment only process whereby I submit evidence.

❑ I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.

❑ I understand that CMNL Academy is not responsible for searching, or discovering any information or supporting evidence.

❑ I understand that I am responsible to supply all supporting evidence and information required by CMNL Academy and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.

❑ I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current CMNL Academy rate.

❑ I have supplied a copy of my recent CV / Resume to demonstrate my industry experience and education.

I, _____ have read the RPL and Credit Transfer Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those units upon successful submission of all requirements as outlined in the RPL Pack for each unit.

Student Signature:			**Date:**	

Section C   Workplace Referees who can support my RPL Application

Referee 1 – Name and Contact Details:	
Referee 2 – Name and Contact Details:	

Section D   Units / Modules Outcome

Unit Code	Unit Name	Assessor Only			
		Evidence Supplied	Evidence Verified	Progress to RPL Pack	Assessor Initial

Section E   Assessor Endorsement

❏ I declare that the Student has provided sufficient evidence and/or documentation to warrant that the student may progress through RPL process for the above noted units / modules.

Assessor Signature:		Date:	

Section F   Admin Use ONLY

VETTRAK updated:	❏ YES ❏ NO	Date:		Initials:	
Student File updated:	❏ YES ❏ NO	Date:		Initials:	