Recognition of Prior Learning and Credit Transfer Policy

COMTECH TRAINING

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21/11/2017	Rebranding of Policy Format	EC		R1.0

Recognition of Prior Learning & Credit Transfer Policy

Purpose & Scope

This policy is to ensure that a student's prior learning achieved through formal and informal training, work experience or other life experiences and previously attained Units of Competency are appropriately and compliantly recognised.

Definitions

AQF   Australian qualification framework

RPL   Recognition of Prior learning

CT   Credit Transfer

SMS   Student Management System

Legislative Compliance reference – Standards for Registered Training Organisation – 1.1,1.2,1.8

1. Recognition of Prior Learning

1. Comtech is obliged to provide RPL/CT to students for units of competency as previously completed by a student with another training provider. If after assessment of evidence RPL/CT is granted to a student this will reduce the learning a student will undertake in completing their training with Comtech.
2. Each student is advised to the bring to the attention of Comtech staff, their previous qualifications before they commence their training. Where a student presents evidence of completion of a unit or qualification, Comtech will assess the evidence as to suitability and authenticity.
3. RPL/CT will be considered before a student commences their training with Comtech, however an application for RPL/CT can be made at any stage during a student's training with Comtech.
4. **Recognition of Prior Learning (RPL**) is an assessment on an individual basis of a student's skills and knowledge obtained by the student through previous training, work experience and or life experience. All of the evidence as presented by a student will be evaluated by Comtech in a fair manner and the authenticity and validity of the evidence as presented assessed.
5. RPL is used to determine the advanced standing, within a training program, that a student may be awarded as a result of their experience.

1.1 Evidence Required

- Comtech assessors must be assured that where a student is seeking RPL that the student has the skills, knowledge and attributes as described in the module, or the unit of competency they intend to undertake.
- All evidence provided by a student to Comtech for RPL assessment will be considered as per the rules of evidence as set out in Standards for Recognised

Training 2015, where each assessor will consider the evidence on the basis of validity, sufficiency and the authenticity of the documents as provided.

- **National Recognition -**Comtech will accept qualifications and/or statements of attainment of qualifications or part thereof completed at other training providers and recognise that these are part of the Australian Qualification Framework and will ensure these form part of the RPL/CT assessment process.
- **Evidence may include, but is not limited to;**
- Industry certificate or 'ticket'
- Resume/CV
- Statutory declaration stating a student's prior learning and or experience
- Assessment Documentation
- Academic Testamur and or Transcript from registered RTO
- Letter of reference from employer setting out examples of work completed
- Reference or a letter of reference from State or Territory Association in relation to qualifications held
- Overseas certificate/logbook/training program completion certificate

2. RPL Procedure and Checklist

1. Student to arrange a meeting with a Comtech Assessor to discuss RPL Application and fees and charges associated with an RPL Assessment.
2. Student provided with RPL Assessment form, Comtech RPL Fees and payment details form and student declaration.
3. Student to complete RPL Assessment form.
4. Student to return RPL assessment form with all necessary supporting evidence.
5. Comtech assessor to consider the validity and authenticity of all evidence as presented.
6. All evidence as provided by a student will be stored electronically on the student management system and in hard copy in the students individual file. All original documents shall be photocopied and the originals immediately returned to the student.
7. Any documents which are presented and are copies of an original document, must be presented as certified copies, sited and dated by the assessor.
8. Assessor to consider student's competency on review of the evidence, as per Comtech RPL Assessment procedure
9. Evidence is then considered as satisfactory or unsatisfactory.
10. Student is then informed of RPL assessment outcome.
11. Where an RPL application is successful the student will be advised in writing of the following;
    - Units of competency/modules considered as completed, and issued with;
    - Statement of Attainment/Certificate, where applicable
    - Record of student's successful application will be uploaded to the student management system
    - All documents included in the assessment to be placed in the student file
12. Where an RPL application is unsuccessful a student will be advised as to the reasons why the application was unsuccessful in writing and provided with enrolment details for the required unit.
13. Each student to be advised of their right to appeal, as set out in the Comtech Complaints and Appeals policy.

3. Comtech RPL Assessment Procedure

1. On receipt of RPL enquiry, administration will advise the student as to the evidence as required which must be submitted by the student as to the RPL query.
2. Administration will send the student an RPL assessment form for completion
3. Student to complete the Assessment form and return with all the required evidence, in advance of commencement of their training.
4. Student will arrange to meet with Assessor to consider the RPL assessment and the evidence as provided.
5. Assessor will consider all of the evidence
6. The evidence will be verified and considered if sufficient so as to consider if a student has completed a unit or qualification, which is mapped against the training packages www.training.gov.edu.au .
7. If an application is successful, administration will update the student information on the student management system and issue any statement of attainment of RPL granted.
8. Student file will be updated
9. Any statement of attainment will not be issued until all required RPL fees have been paid.

3.1 Accepted Evidence;
- Original or certified copy of RTO AQF documentation of each unit as sought for RPL
- Student to provide their USI so as to enable Comtech to confirm any previous units as completed

Where a students' application for RPL is successful they will be informed in writing and RPL recorded on the student contact record, saved on Axcelerate and an email sent to the trainer and assessor.

Where a student's RPL application is unsuccessful a student will be advised as to the reasons why the application was unsuccessful in writing and provided with enrolment details for the required unit.

4. RPL Fees
The Comtech fees for RPL are:
- Payment of $135 must accompany your RPL application. Once your RPL evidence has been submitted and our assessor accepts that the requirements for the unit have been met, you will be required to make a further payment for each unit of competency for which you have been assessed as competent. Once that payment has been received, we will issue a Nationally Recognised Statement of Attainment for that unit. The price for each unit will depend on the level of the unit, as per the following list:

Certificate I:	$100
Certificate II:	$120
Certificate III:	$135
Certificate IV:	$200
Diploma:	$300
Advanced Diploma:	$400

- No Certificates or Statements of attainment will be issued until all fees are paid.

5. Credit Transfer – (CT)

- Comtech is obliged to provide CT to students who have completed an equivalent certification/statement of attainment to a unit or qualification which is within Comtech's scope of registration as completed at another training organisation.

5.1 Before the Student Enrols
- Each student is advised to the bring to the attention of Comtech staff, their previous qualifications before they commence their training. Where a student presents evidence of completion of a unit or qualification, Comtech will assess the evidence as to suitability and authenticity.
- If the evidence provides sufficient and authentic verification of completion of a unit or qualification, the unit is mapped against the training package on www.training.gov.edu.au
- Accepted evidence;
  - Original or certified copy of RTO AQF documentation of each unit as sought for CT
  - Student to provide their USI so as to enable Comtech to confirm any previous units as completed
- Where a students' application for CT is successful they will be informed in writing, the CT recorded on the student contact record and saved on Axcelerate.
- Where a student's CT application is unsuccessful a student will be advised as to the reasons why the application was unsuccessful in writing and provided with enrolment details for the required unit.
- Each student to be advised of their right to appeal, as set out in the Comtech Complaints and Appeals policy

5.2 Credit Transfer Procedure and Checklist
1. Student to arrange meeting with Comtech Assessor to discuss CT.
2. Student to provide required evidence and supporting documentation to Comtech assessor in advance of commencement.
3. Comtech assessor to consider the validity and authenticity of all evidence as presented.
4. All evidence as provided by a student will be stored electronically on the SMS and in hard copy in the students individual file. All original documents shall be photocopied and the originals returned to the student.
5. Any documents which are presented and are copies of an original document, must be presented as certified copies.
6. Comtech assessor to consider student's competency on review of the evidence as presented.
7. Evidence considered as satisfactory or unsatisfactory.
8. Student informed of CT application.
9. Where a students' application for CT is successful they will be informed in writing, the CT is recorded on the student contact record, saved on the student management system.
10. Where a student's CT application is unsuccessful a student will be advised as to the reasons why the application was unsuccessful in writing and provided with enrolment details for the required unit.
11. Each student to be advised of their right to appeal, as set out in the Comtech Complaints and Appeals policy.

6. Credit Transfer Assessment Procedure

a. On receipt of CT enquiry, administration will advise the student as to the evidence as required which must be submitted by the student as to the CT query.
b. Administration will send the student an CT assessment form for completion
c. Student to complete the Assessment form and return with all the required evidence, in advance of commencement of their training.
d. Student will arrange to meet with Assessor to consider the CT assessment and the evidence as provided.
e. Assessor will consider all of the evidence
f. The evidence will be verified and considered if sufficient so as to consider if a student has completed a unit or qualification, which is mapped against the training packages www.training.gov.edu.au .
g. If an application is successful, administration will update the student information on the student management system and issue any statement of attainment of CT granted.
h. Student file will be updated
i. Any statement of attainment will not be issued until all required CT fees have been paid
   o This form must accompany your RPL/CT application. The RPL/CT application form has 2 Parts.
   o Part 1 is a cover sheet that you complete once only.
   o Part 2 must be completed for each subject or unit you want RPL for. Example: If you are applying for 3 units to have RPL, you complete Part 1 once and Part 2 three times; once for each subject documenting the evidence you are submitting for that subject.
   o Further information can be found in the RPL Information Guide.

This Policy applies to:
All admin staff
All sales
All operations managers
All State Mangers
National Training Manager
General Manager
Compliance
Finance

PART 1 - Payment Details

Direct Deposit	**For information, please contact our office: Call 1300 881 004 or email: accounts@comtech.edu.au**
Credit Card	**Visa/ MasterCard** **Please enter your details below:**
Credit Card Number	☐ ☐ ☐ ☐ **-** ☐ ☐ ☐ ☐ **-** ☐ ☐ ☐ ☐ **-** ☐ ☐ ☐ ☐
Expiry Date	**Month:** **Year:** **Authorisation No.** **(Last 3 digits above signature)**
Name on Card	
Amount	AUD$
To verify card holder's signature:	*Ensure a scanned copy of your passport ID page or driver's license is attached with your application.*

Student Information

Surname:		**First name:**	
USI Number: ☐☐☐☐☐☐☐☐☐☐		**Date of Birth:**	
Address:			
Phone:		**Mobile:**	
Qualification/Program code:			
Qualification/Program name			

I hereby certify that the information provided and the documentation attached is true and correct.

Signed:

Date:

Office use only	
Date received from student:	
Date returned by assessor:	
Student no:	

Part 2- Claims of Competency

Student Name:	
Course/Module/Unit of Competency code:	
Course/Module/Unit of Competency name:	

Learning Outcome/Performance Criteria	Claims of Prior Learning	Evidence

Evidence Number	Document Title
1	

2	
3	
4	
5	
6	
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11	
12	
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14	
15	
16	
19	

Office use only

Assessor information

Application must be registered with Student Administration before processing - Add additional pages if more than   6 elements are

Evidence	Evidence meets requirements (if "unsatisfactory", reason must be documented).		
	Satisfactory/ Unsatisfactory	Evidence Used	Comment

Element 1			
Element 2			
Element 3			
Element 4			
Element 5			
Element 6			
Critical Aspects of knowledge & skills			
Essential Knowledge			
Essential Skills			

RPL result: N / NYC   Class no:

Assessor recommendation

Practical assessment required: ☐Yes   ☐No

Student feedback given: ☐Yes   ☐No   **Assessor name:**

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature: Date:

Student signature: Date:
(After receiving teacher feedback)