Preamble

Camden Haven Community College (CHCC) is committed to valuing and formally recognising the diverse skills and knowledge learners acquire through their life and work experiences. Our Recognition of Prior Learning (RPL) and Credit Transfer (CT) processes are designed to be fair, flexible, and transparent, enabling learners to achieve their qualification goals more efficiently by leveraging their existing competencies.

The College recognises the Australian Qualification Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO). We advise our clients of this commitment and inform staff and tutors of the requirements for mutual recognition of the AQF qualifications and Statements of Attainment awarded by other RTOs.

This approach ensures compliance with the Standards for Registered Training Organisations (RTOs) 2025, the Australian Qualifications Framework (AQF), and relevant NSW funding frameworks (including Smart and Skilled).

CHCC 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. Staff will provide support and guidance regarding Recognition enquiries in a timely manner.

We provide students with information about RPL and Credit Transfer pre-enrolment on our website, in our Course Brochures, Information Sessions and in our Student Handbooks. Students are also reminded of the opportunity for RPL during the training program in our Assessment Tools and by our trainers and assessors.

The outcomes of RPL and Credit Transfer assessments are regularly monitored as part of our broader quality assurance system to ensure fair and consistent application of our policies and to support successful learner outcomes.

Recognition of Prior Learning

CHCC recognises the AQF definition of RPL: *Recognition of prior learning is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.*

RPL Procedures

To be awarded RPL the candidate must provide current evidence of when and how their competency was acquired.

To ensure consistency, fairness and transparency, CHCC has established a systematic, organisational approach to RPL as follows.

1. Assessment Tools for gathering RPL evidence have been designed to:
   - collect evidence to demonstrate prior achievement of the learning outcomes and assessment requirements for each Training Product on our scope of registration.

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- provide a range of methods
  against which the student can provide evidence
- be at the same standard as other assessment for the qualification
- recognise learning regardless of how, when and where it was acquired providing it is relevant to the learning outcomes in the Training Product.
- meet the requirements of valid, authentic, current and sufficient assessment
- provide a process that is fair, flexible reliable and valid.
- include reasonable adjustment for the literacy levels, cultural background and experiences of students
- meet the needs of students from different background and contexts.
- Demonstrate currency.

2. The Student will indicate that they wish to apply for RPL on their enrolment form. On receipt of the form the student will be contacted to discuss the process, clarify any applicable fees for the RPL assessment, and be connected with the assessor to commence the RPL pathway.

3. All trainers and assessors involved in RPL assessments possess current knowledge and skills in conducting RPL, ensuring consistent, valid, and fair judgments of competency.

4. The student and the assessor will meet to consider the RPL application and ensure that the student:
   - Receives clear guidance on the RPL process, its rigor as a formal assessment, and potential outcomes.
   - Has access to all relevant units of competency and training package information.
   - Receives support in identifying, collecting, and matching evidence to the requirements of the units, including guidance on different evidence types (e.g., workplace documents, testimonials, practical demonstration options).
   - Fully understands the timeframes, fees, and potential impact on their training plan and funding eligibility.

5. Further meetings will be scheduled with the assessor to assess the evidence provided. Assessors will record the evidence received on the RPL form.

6. If the assessor finds the student competent, assessment outcomes are recorded on the Assessment Outcomes Form and a Statement of Attainment or Certificate is issued. If the student is NYC a meeting will be arranged with the assessor to explain areas requiring further evidence or training.

7. All relevant documentation including results and evidence of the RPL will be filed in as per the Record Keeping Policy.

8. The Unit Outcome code recorded in the Student Management System will be 51 (RPL)

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Credit Transfer

CHCC recognises the AQF definition of Credit Transfer: *Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.*

Credit Transfer Procedures

1. During the enrolment process and initial interviews, CHCC staff will proactively discuss the opportunity for Credit Transfer with all prospective students, identifying potential eligible units based on prior formal qualifications or statements of attainment. Any student is entitled to apply for credit transfer in a course or qualification. This can be indicated on the enrolment form.

2. An applicant will be required to present their Statement of Attainment or Qualification for examination. These documents will provide the detail of what units of competence the applicant has been previously issued.

3. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO (RTO IDs and details will be checked on Training.gov.au). While original documents or certified copies are accepted, applicants are strongly encouraged to provide an authenticated USI Transcript to streamline the verification process.

4. If Credit Transfer is being sought for a unit of competence which has a different title or code, then the equivalence between the unit held and the unit being sought will be researched and verified. In many cases this information can be found in mapping documents published in the relevant Training Package or by registering authorities who provide purchasing guidelines or mapping guides and in the AQF Qualifications Pathways Policy.

5. 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.

6. The student does not incur any fees for Credit Transfer.

7. Credit Transfer may only be awarded for **whole units of competency** where there is an identified equivalence in content and learning outcomes between the unit previously achieved and the unit being sought, and which meet the packaging rules of the Qualification they are enrolled in. Where a formal mapping guide or assessment identifies a partial match, this will not be considered for credit transfer, and the applicant will be advised that Recognition of Prior Learning (RPL) is the appropriate pathway to demonstrate full competency for that unit.

8. Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence; student may not enrol only for Credit Transfer.

9. All relevant documentation including certified copies of all Testamurs or Statements of Attainment will be filed in as per the Record keeping Policy.

10. The Unit Outcome code recorded in the Student Management System will be 60 (CT)

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Related Policies and Documents

- Assessment Policy
- Record Management Policy
- CHCC Student Handbook
- RPL Kits

Forms/Application

Application for RPL and/or Credit Transfer- apply to college or via trainer/assessor. Refer to RPL kit and Student Handbook.

References

NSW Education recognition of prior learning

NSW Quality Framework

Credit Transfer: An Explanation (AQF)

Recognition of Prior Learning: An Explanation (AQF)

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