

## Policy & Purpose

The College wishes to ensure that a student is not required to undertake training and assessment for a unit or module where they already have all of the existing competencies.

The College is required to:

1. Provide credit to students where they have completed unit/s or module/s of a course at another RTO or other AQF authorised issuing organisation (requirement of clause 3.5 of the SRTOs)
2. Offer recognition of prior learning (RPL) to students (requirement of clause 1.12 of the SRTOs).

The SRTOs specify that the College is NOT required to issue any certification based solely on units or modules completed at another provider.

## Definitions

**The College** means Lead College Pty Ltd

**AQF** means the [Australian Qualifications Framework](#)

**aXcelerate** is the student management system [aXcelerate](#), used by the College to manage all student records

**Course** means any accredited qualification, unit of competency, skill set, course, or non-accredited program offered by the College

**Credit Transfer (CT)** means the awarding of a successful outcome for a unit of competency or module to a student who has completed an equivalent product at the College or another provider

**Recognition of prior learning (RPL)** is an assessment process that considers the competency of a student to determine whether they have met the requirements of a unit of competency or module. If so, the student can be awarded a successful outcome with no need to undertake further training or assessment

**RTO** means Registered Training Organisation

**SRTOs** means the [Standards for Registered Training Organisations \(RTOs\) 2015](#)

**Student** means a person enrolled in one or more courses with the College

## Policy – credit transfer

1. CT is only considered based on results from an RTO or an Australian higher education provider. CT will not be considered based on completion of study outside Australia
2. Where a student seeks CT for one or more units completed at the College or another RTO, this must be evidenced by:
  - a. A qualification and record of results or a statement of attainment issued by an RTO
  - OR
  - b. An authenticated VET transcript issued by the Student identifiers Registrar

3. Certification issued by the College is verified through documented results in aXcelerate. Certification issued by another RTO is verified by contacting the issuing RTO to confirm the certification is genuine. VET transcripts are verified via the link included in the transcript
4. Where a student seeks CT for one or more units based on study completed at an Australian higher education provider, this must be evidenced by:
  - a. A transcript of results demonstrating a successful outcome for relevant study  
AND
  - b. A document or document/s outlining the content of the learning, including areas covered in training, learning outcomes, assessment methods and the rubric for assessment
5. Certification from an Australian higher education provider is verified by contacting the provider to confirm all provided information is genuine and accurate
6. CT is not granted unless all information provided can be verified
7. CT will not be granted for more than 40% of any qualification in total, to ensure the integrity of qualifications issued by the College
8. Students will be informed of the outcome of CT applications via email.

### Policy – recognition of prior learning

1. RPL can only be granted on the basis of demonstrated current competency in all aspects of a unit or module
2. RPL is a process of assessing the individual student. The principles of assessment and rules of evidence as outlined in the SRTOs must be applied and the assessment must be undertaken by an assessor meeting the requirements of the SRTOs
3. Evidence used to assess RPL may vary widely and may include:
  - a. Previous study completed
  - b. References from employers
  - c. Testimonials from clients
  - d. Work samples
  - e. Formal assessment of skills and/or knowledge as part of the RPL process
4. Relevant fees must be paid prior to any RPL assessment commencing
5. RPL will not be granted for more than 40% of any qualification in total, to ensure the integrity of qualifications issued by the College.