

1. Context

FCIA Training Academy (RTO#), as a Registered Training Organisation must comply with the *NVR Standards for Registered Training Organisations 2015 V2.2 October 2019, Standard 3 clause 3.5* and with requirements of any state or territory funding agreement.

FCIA Training Academy must provide an assessment process that assesses an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the outcomes of a student's application for Recognition of Prior Learning (RPL).

FCIA Training Academy must also provide the process of Credit Transfer (CT) which is a process that provides students with an agreed and consistent credit outcome for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

FCIA Training Academy is not obliged to issue any certification that would be entirely comprised of units or modules completed at another RTO.

2. Scope

This policy applies to all FCIA Training Academy staff and clients.

3. Definitions

FCIATA	FCIA Training Academy
CT	Credit transfer
RPL	Recognition of Prior Learning
VET	Vocational Education and Training
RTO	Registered Training Organisation

4. Statement of Policy

4.1 Regulatory requirements

- 4.1.1 FCIATA recognises all nationally recognised qualifications, accredited courses and units of competency issued by any other RTO within Australia.
- 4.1.2 CT will be granted for any units that have been previously attained and are matched to a unit within a student's current enrolment; or where units from a preceding training package are deemed to be equivalent as documented by the training package guidelines and rules.
- 4.1.3 Units that are not directly matched will be reviewed to determine whether the content aligns with content from the remaining units within the student's course.
- 4.1.4 FCIATA will ensure the integrity of all CTs by basing decisions about course credits only on original sighted or certified copies, USI transcript and by contact issuing RTO of the relevant documents and confirming content is valid.

4.1.5 FCIATA will ensure that the documents used as evidence of previous study are authentic, that the qualification and/or unit is/are nationally recognised, and the document has been issued by an RTO.

4.1.6 FCIATA must offer an RPL assessment process for students that:

- (i) meets the requirements of the relevant Training Package or VET accredited course;
- (ii) is conducted in accordance with the principles of assessment and the rules of evidence; and
- (iii) meets workplace and, where relevant, regulatory requirements.

4.2 RPL and Credit Transfer responsibilities

4.2.1 RPL is an assessment process which is to be carried out by a qualified trainer/assessor. The RPL process can be commenced prior to commencing training or if the student deems, they have sufficient knowledge and experience during the course they can apply for RPL prior to commencing a Unit of Competency.

4.2.2 CT is an administrative process which will be carried out by Admin Compliance Manager following approval from the General Manager. This process will be discussed with all trainers/assessors at their induction session ie what they are required to collect from students. It will also be a topic on the Agenda of the RTO's Monthly Trainers meeting.

4.2.3 Students must provide all supporting documents with their application for a credit transfer.

4.2.4 FCIATA must keep a copy of all supporting documents for a credit transfer granted in the student file and record all credit transfers on the student's Training Plan.

4.3 Appeals

Where a student is unsatisfied with the result of their RPL or Credit Transfer application, an appeal may be lodged with FCIATA. Please refer to **Complaints and Appeals Policy**

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