

RPL AND CREDIT TRANSFER PROCEDURE

RELEVANT STANDARD(S):

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| Standards for Registered Training Organisations (RTOs) 2015 | Standard 1 Chapter 4 – Training and Assessment - Clause 1.12 Standard 3 Chapter 2 - Enrolment - Clause 3.5 |
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RPL and Credit Transfer Procedure

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| PURPOSE | This process serves as the guide and reference document for the RPL Process of Melbourne Tech Institute. Changes to this procedure must only be made upon approval of the Training Manager. |
| ROLE UNDERTAKING TASK | Admissions Team |
| DOCUMENT UPDATE | 30/03/2021 |

Recognition of Prior Learning

| No. | Person/s Responsible | Steps to take |
|-----|-----------------------|---|
| 1 | Enrolment Coordinator | (1) Students are provided with information about Recognition of Prior Learning prior to and in the enrolment process. See Enrolment Procedure for details. (2) The Enrolment Coordinator conducts a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes an RPL eligibility assessment. (3) The Enrolment Coordinator will send the RPL Application Form to students who pass the RPL eligibility assessment. (4) Students who do not pass the RPL eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment. |
| 2 | Student | (1) Complete the RPL Application Form (2) Submit the completed application form to the Enrolment Coordinator. |
| 3 | Enrolment Coordinator | (1) Ensure all fields in the RPL Application Form are filled out correctly. (2) Ensure that the student's Enrolment Form reflects relevant RPL information. E.g. indicate which units will be undertaken via RPL assessment. (3) Process enrolment. See Enrolment Procedure for details. |

Credit Transfer

| No. | Person/s Responsible | Steps to take |
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| 1 | Enrolment Coordinator | (1) Students are provided with information about Recognition of Prior Learning prior to and in the enrolment process. See Enrolment Procedure for details. |

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| | | <p>(2) The Enrolment Coordinator conducts a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes a Credit recognition eligibility assessment.</p> <p>(3) The Enrolment Coordinator will send the Credit Transfer Form to students who pass the Credit recognition eligibility assessment.</p> <p>(4) Students who do not pass the Credit recognition eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.</p> |
| 2 | Student | <p>(1) Complete the Credit Transfer Form</p> <p>(2) Provide an authenticated copy of certificates relating to the credit recognition application. Authentication can be done through:</p> <ol style="list-style-type: none"> Providing a copy of the certificate and allowing the RTO to confirm authenticity via the student's USI Providing certified true copies Providing a copy of the certificate and having the Enrolment Coordinator sight the original <p>(3) Submit the completed application form and the required authenticated copy of certificates to the Enrolment Coordinator.</p> |
| 3 | Enrolment Coordinator | <p>(1) Ensure all fields in the Credit Transfer Form are filled out correctly.</p> <p>(2) Authenticate the student's certificate/s. This can be done by any of the following methods:</p> <ol style="list-style-type: none"> Confirm the details of the certificate via the student's USI Confirm that certificates provided are certified true copies Confirm the details of the certificate by sighting the original document and contacting the issuing organisation or viewing the Student's USI Transcript (if provided permission and access by the student) Mark the authenticated copies with the following information: <ol style="list-style-type: none"> Authenticated by Date authenticated Authentication method <p>(3) Where credit cannot be authenticated, advise the student accordingly and recommend completing the unit via training and assessment.</p> <p>(4) Where credit recognition is confirmed, indicate so in the student's enrolment form.</p> <p>(5) Ensure that the student's Enrolment Form and student record reflects relevant Credit Recognition information. E.g. indicate which units are credited.</p> <p>(6) Process enrolment. See Enrolment Procedure for details.</p> |

RTO INFORMATION

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| Document Name | RPL and Credit Transfer Procedure v1.0 |
| RTO/Company Name | Melbourne Tech Institute |
| RTO Code | 45799 |
| Manager | Training Manager |