

3. RECOGNITION PATHWAYS

3.1. Prior to enrolment and throughout the delivery of a course , Credit Transfer, Recognition of Prior Learning and Assessment Only pathways are offered to students seeking recognition of their current competencies, skills, knowledge and life experiences relevant to each unit leading to a qualification.

3.2. Credit Transfer

3.3. Applications for Credit Transfer (CT) :

- 3.3.1. Applicant is informed about the availability of CT through the Student Handbook, conversations with academic and administrative staff during the admission process.
- 3.3.2. Applicant is given a CT application form .
- 3.3.3. Once the student enrolls into the course, the student provides evidence of competent result for unit via a Qualification Transcript or Statement of Attainment to accompany their CT application.
- 3.3.4. Student submits CT application to Course Coordinator and will receive confirmation of receipt via email within two (2) business days.
- 3.3.5. Course Coordinator , or delegate, contacts prior RTO provider to verify competent result in unit/s of competency .
- 3.3.6. Once verification is received from the previous RTO, the Course Coordinator will save in the student records and inform the course trainer and/or lead trainer
- 3.3.7. The Course Coordinator sends the credit transfer application form to the course trainer and/or lead trainer for signing and approval
- 3.3.8. The signed Credit Transfer form is added to the student records.



- 3.3.9. Approved unit/s of competency are assigned a CT status on the student record
- 3.3.10. Student receives confirmation that the credit transfer has been applied, via email, within three weeks from initial application .
- 3.3.11. Where the previous RTO may have closed and verification of the unit/s of competency cannot be achieved, the Course Coordinator is to discuss with the Lead Trainer other options for verification. These other options may include sourcing the previous RTO's scope of registration to verify correct timing and date of the student's Qualification Transcript or Statement of Attainment . All findings must be documented in the student's file.
- 3.3.12. Students who wish to be considered for credit transfer after commencement of studies follow the same process as students applying upon admission

3.4. Recognition of Prior Learning

- 3.5. Applications for Recognition of Prior Learning (RPL) :
 - 3.5.1. Applicant is informed about the availability of RPL through the Student Handbook, conversations with academic and administrative staff during the admission process.
 - 3.5.2. Applicant is given an RPL Expression of Interest application form .
 - 3.5.3. Applicant submits RPL Expression of Interest application to Course Coordinator in writing . Course Coordinator sends receipt of confirmation via email within .



- 3.5.12. The relevant Trainer/Assessor maintains contact with the student to assist with any enquiries.
- 3.5.13. Once the RPL Kit is submitted, the Trainer/Assessor has three weeks to assess the RPL and assign an outcome. Student RPL submissions are assessed against the requirements and criteria within the unit/s of competency.
- 3.5.14. The Trainer/Assessor will advise the student in writing of the outcome of the RPL Assessment with the following options:
- 3.5.14.1. Student is not eligible for RPL and the reason;
 - 3.5.14.2. Student may resubmit with additional evidence ;
 - 3.5.14.3. Student is eligible for RPL.
- 3.3.15 Where the student is not eligible for RPL, there are two options:
- 3.3.15.1 Student participates in a Training and Assessment pathway for the unit/s .
 - 3.3.15.2 Student is assessed for an Assessment Only pathway.
- 3.3.16 Students who have commenced studies and wish to be considered for recognition must contact the Course Coordinator make their intentions clear. These students are expected to follow the same process as students applying on 0.717 0 Td (e)-3.9820.7.6851fots



3.11. In the event the candidate does not achieve the competency requirements of the unit, the student is asked to attend training for the learning content prior to re-attempting the assessment.

4. DECISIONS, NOTIFICATION AND RECORD KEEPING

4.1. All documentation, student submissions and decisions in relation to Credit Transfer, RPL and Assessment Only are retained on the individual student file on the student management system



Governing Authority	Western Sydney University Enterprises Board
Endorsed by	The RTO Committee
Unit Responsible	The Registered Training Organisation
Enquiries Contact	The College RTO E: rtowesternsydney.edu.au



SharePoint	•	Website	
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