

DEFINITIONS

Course Credit – exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of competency currently held. Course Credit includes credit transfer and recognition of prior learning.

Recognition of Prior Learning (RPL) — the recognition of skills and knowledge acquired through formal or informal education courses, on the job training and work or life experience and demonstrated through the provision of appropriate evidence.

Credit Transfer — the acceptance of courses or units completed at other RTOs in the granting of exemptions from part of a course.

COURSE CREDIT

TIV accepts and provides Course Credit to Students for units of competency and/or modules (unless licensing or regulatory requirements prevents), where these are properly evidenced in accordance with the Standards for Registered Training Organisation.

RECOGNITION OF PRIOR LEARNING (RPL)

1. Recognition of Prior Learning, also referred to as RPL, is the formal acknowledgement of a person's current skills and knowledge, no matter how, when or where the learning occurred. This is an important assessment pathway, particularly for those who are considering doing some study. The recognition gained may considerably reduce the study time needed to obtain a qualification. The student's knowledge and skills are assessed against competencies of the qualification that they want to achieve. The following may be taken into account during the assessment:
 - (a) The student's performance in paid and unpaid work experience
 - (b) Results from informal or formal training and education, including employment and work experience.
 - (c) Evidence that required learning and competency outcomes have been achieved during informal learning.
2. To have prior learning recognised, the student must be able to show that the skills are still current and meet today's industry standards and are benchmarked against the requirements of qualifications of current National Training Packages. The student will need to produce recent evidence of his/her skills and knowledge and how that might relate to the requirements of the training package within Australia.
3. They will also need to provide contact details of referees who can confirm their abilities such as supervisors or others in the community, who have seen their skills and knowledge in action.

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4. The five steps to receiving recognition of prior learning:
 - Step 1 : Student completes an Application Form (Form 056) and submits the completed Application Form and any fees payable to TIV.
 - Step 2 : Upon receipt of the Application Form and fees payable, the Course Coordinator will appoint a suitable assessor whose function will be to assist the student with their application and then to assess the evidence provided in relation to the RPL application.
 - Step 3: The qualified Assessor will make contact with the student within five (5) working days to discuss the Application and a meeting will be arranged at a mutually convenient time. During the meeting, Assessor will discuss to the student the RPL process and what reliable evidence they should bring in with them. The Assessor will follow the RPL Kit Guidelines.
 - Step 4: Student then gathers all evidences, meets the Assessor on agreed time and present/discuss all evidences. The Assessor will assess the evidences in relation to: validity, reliability, flexibility and fairness.
 - Step 5: Once this is completed, all RPL records which includes the evidences provided by the Students, RPL application form, etc. will be placed on the student file.
5. Within fourteen (14) days after the completion of the RPL process, the Assessor will provide a written report to the Course Coordinator in relation to his/her assessment of the evidence provided and the outcome. The Course Coordinator will write to the student confirming the results of the assessment and if necessary ask for additional evidence to be provided.
6. When the Assessor provides the final written confirmation that the evidence is sufficient to determine competency in each of the units of competency for which RPL has been applied for, the Course Coordinator will grant the RPL and it will be recorded as a "Competent" outcome in the Competency Record Summary Sheet and the student will be advised of the assessment result.
7. Where the Assessor has determined that there has been insufficient evidence to warrant a "competent" assessment, the student will be notified in writing and information regarding the Assessment Appeal Process will be provided. Students may use the Institute complaints and appeal procedures if dissatisfied with the outcome of their RPL applications.
8. The appeal must be completed maximum of 60 calendar days from the date of formal appeal lodgement. Where this time elapses due to the student not providing supporting evidence to substantiate the application, an additional application and assessment fee must be paid.

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9. Students wishing to appeal an RPL assessment decision should complete a Complaints and Appeals form (Form 064) and return it to the Domestic/VTG Manager within five days of having been notified of the formal assessment decision. This will be endorsed to the Course Coordinator.
10. The Course Coordinator will appoint an assessor (being not the assessor who undertook the initial assessment) to:
 - (a) Make contact with the student to discuss the basis of their appeal
 - (b) To review the evidence provided together with any additional evidence which the student is able to provide
 - (c) Make a final assessment decision
 - (d) Report the final assessment decision in writing to the Course Coordinator
11. The Course Coordinator or its authorised Delegate will update the Records and Student File to record the relevant result against each unit of competency. The Course Coordinator will also send a letter to the student confirming the assessment result.
12. The assessment appeal will be registered and responded to within ten (10) days of your Complaints and Appeal form (form 064)) being lodged with the Domestic / VTG Department.
13. At TIV, RPL is for fee for service students only.

CREDIT TRANSFER

1. TIV adheres to the principle of National Recognition and recognises AQF and VET qualifications and statements of attainment issued by other RTOs.
2. Students are invited to apply for Credit Transfer (and RPL) during the application and enrolment phases and are required to confirm that it has been offered by signature on the Domestic student Application form (Form 050). Students apply for Credit Transfer by completing the Course Credit Application Form (Forms 055a, 055b, 055c, 055d). Existing qualifications and statements of attainment are verified by the Course Coordinator to ensure that:
 - (a) The qualification has been issued by a bona fide RTO by reference to the TGA web-site;
 - (b) The applicant has been enrolled in that RTO; and
 - (c) The applicant did achieve competency in the course or unit concerned.
3. The Course Coordinator checks existing qualifications or statements of attainment against the current National Training Package, to determine whether there is equivalence of the contents and outcomes to the units of competency for which Credit Transfer is applied for. If the unit of competences are not exactly matched the Course Coordinator will check the mapping equivalence of superseded Training Packages.

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4. Students applying for Credit Transfer (Forms 055a, 055b, 055c, 055d) are advised that only original statements of attainments or certificates will be accepted as evidence. TIV will take copies of the supplied qualifications or statements of attainment, verify by signature and date and retain in the student file.
5. The student shall be advised of the outcomes of the request for Credit Transfer in writing as soon as practicable.

Notes: TIV aims for a turnaround of 10 days. However, in case of transitioning qualifications, the issuance of the credit transfer outcome may take longer to allow for the transitioning process to be completed.