



University Procedure

Assessment – Credit Transfer, Recognition of Prior Learning and Block Credit (TAFE Division)

This procedure is for BLOCK CREDIT USE ONLY and should not be used for the granting of Recognition of Prior Learning or Credit Transfer.

If requiring these procedures, please refer to the revised:

- [Recognition of Prior Learning \(TAFE\) Procedure](#), and
- [Credit Transfer \(TAFE\) Procedure](#)

1. Purpose

This procedure describes the TAFE Division's processes for assessing applications for Credit Transfer, Recognition of Prior Learning and Block Credits for all nationally recognised Training Package qualifications and accredited courses. This procedure will ensure that the processes meet AQTF and other quality assurance requirements.

2. Scope

This procedure applies to all students enrolled in profile, fee for service and international funded courses leading to a VET qualification. This also includes students enrolled as a University of Ballarat student as part of a third party provider arrangement.

This procedure comprises the following processes:

- A Credit Transfer**
- B Recognition of Prior Learning**
- C [Block Credit](#)**

Credit Transfer

A Credit Transfer is granted under the National Recognition Principles for RPL. Under these principles, a student is automatically granted a Credit Transfer for successful completion of the same unit/module at any other RTO in Australia. Credit Transfers must be granted when the:

1. Unit/module is the same ie. Same code and title
2. Unit/module has been reviewed and this results in minor changes to the unit/module code eg. A to B. This indicates that the outcomes of the unit/module have remained substantially the same ie. at least 80% commonality with the original unit
3. Unit/module has been transferred from another Training Package/curriculum and recoded however the learning outcomes remain the same

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is granted when a student seeks, and gains recognition, for their skills and knowledge no matter where or how these were acquired. The competencies may have been gained through experience in the workplace, in voluntary work, social or domestic activities or through formal and informal studies. An assessor reviews a student's current competence and prior learning to determine the extent to which the student has attained the required outcomes of the unit/module/course.

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Block Credit

A Block Credit is granted for a negotiated group of learning outcomes eg. Course or units. An assessor will compare the outcomes of the original course against the Training Package qualification or accredited course to determine equivalence. Block Credits can be granted for the following formal and informal studies:

1. Non VET sector qualifications and/or units from secondary schools, universities and international educational institutions
2. Courses/units provided by professional bodies, voluntary organisations, unions, etc
3. On the job training and professional development provided by employers for employees

3. Definitions

Assessor: A person who has assessment and vocational qualifications relating to the unit/module being assessed (Refer to Section 7 of the AQTF for assessor qualifications and competence). It is also recommended that the RPL assessments be conducted by assessors who have participated in training on UB RPL procedures and practices.

Australian Quality Training Framework (AQTF): Is a nationally agreed quality framework for the VET system. For standards refer to:
http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/standards

Block Credit: Is granted for a negotiated set of learning outcomes from non-VET courses or units which have been deemed equivalent to nationally recognised qualifications or units/modules.

Credit Transfer: A Credit Transfer involves assessing a previously completed unit/module to see if it provides equivalent learning or competency outcomes to those required in the current course of study

Education Services for Overseas Students (ESOS) Act: This Act protects the interests of international, on shore, students. ESOS interfaces with immigration law and as such imposes visa related reporting requirements on both students and providers. For more information refer to:
http://www.dest.gov.au/sectors/international_education/policy_issues_reviews/key_issues/esos/

Fee for Service funding (FFS): Program funding that is not provided on a recurrent basis eg. annual basis. For the purposes of this procedure this term includes commercial and international funding.

National recognition (previously Mutual recognition): This is when a student automatically has credit for units/modules that have completed at any other RTO in Australia. This enables individuals to have national portability of the qualifications and statements of attainment they undertake.

Recognition of Prior Learning (RPL): Is an assessment process when students gain formal recognition for the skills and knowledge, and work or life experience that they have acquired outside the formal education and training system.

Registered Training Organisation (RTO): Is the national term for all public and private funded Australian providers of VET.

RPL assessment record: This is the ongoing record of all assessments and includes all details of RPL assessment judgements, evidence provided and assessment outcomes for an individual student.

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4. Actions

- A ~~Credit Transfer~~
- B ~~Recognition of Prior Learning~~
- C [Block Credit](#)

A ~~Credit Transfer~~

Steps	Who is Responsible	Notes
1. Determine Credit Transfer fees	TAFE Senior Management	Profile: Determined by DVC (V&FE) FFS: Determined by relevant HOS Refer Statute 9.2 Fees and Charges (TAFE)
2. Determine Credit Transfer status and advise all staff who enrol students	Head of Program	<ul style="list-style-type: none"> • Under the principles of National Recognition we must recognise and accept qualifications and statements of attainment issued by other RTO's • Refer to relevant Training Package, Curriculum, Purchasing Guide or other curriculum advice to confirm status • A list of approved Credit Transfers must be attached to the Course Implementation Plan
3. Prior to enrolment, provide clear information to prospective students about Credit Transfer arrangements	School and Student Services	Schools: Letters of offer, information kits, flyers Student Services: Brochures and website
4. Inform student of impact of granted Credit Transfer on attendance time requirements	School	Credit Transfers granted may affect government funded student allowances and visa conditions. Students should seek advice on attendance requirements from Centrelink (domestic) or International Office (international on shore)
5. Complete and submit Credit Transfer form and evidence	Student	The student must provide an original or certified copy of their Statement of Results as evidence
6. Approve Credit Transfer form and attach to enrolment form	Assessor	<ul style="list-style-type: none"> • Total enrolled hours must equal course hours minus Credit Transfer hours • Students must be enrolled in all units/modules of the course • A copy of the form and evidence to be held in

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Steps	Who is Responsible	Notes
		the student file for 7 years
7. Forward enrolment and Credit Transfer forms to Student Services for processing	Student Services	<ul style="list-style-type: none"> Calculate fees and charges Enrol student in all units/modules of the course Enter results onto the Student Management System Organise formal publication of results
8. Appeal assessment decision	Student	<p>A student may appeal against a final grade in a units by forwarding a written notice of appeal to the Head of School within 7 days of publication of the final grade</p> <p>Refer: Regulation 5.3 Assessment</p>

B Recognition of Prior Learning

Steps	Who is Responsible	Notes
1. Determine RPL fees	TAFE Senior Management	<p>Profile: Determined by DVC (V&FE)</p> <p>FFS: Determined by relevant HOS</p> <p>Refer Statute 9.2 Fees and Charges (TAFE)</p>
2. Prior to enrolment, provide clear information to prospective students about RPL arrangements	School and Student Services	<p>School: Letter of offer, information kits, flyer</p> <p>Student Services: Brochures and website</p>
3. Ensure RPL is offered to all students on enrolment	Head of Program	It is a requirement of the AQTF that students must be offered RPL at the time of enrolment. HOP's must also ensure that they have a strategy in place to offer RPL during the course if a student indicates they already have the required skills and knowledge of the unit/course
4. Enrol in all course units/modules before enrolling for RPL	Student	The student must be enrolled in all units/modules of the course. They are expected to attend classes until their applications has been assessed and RPL granted

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Steps	Who is Responsible	Notes
5. Submit RPL form and evidence	Student	The student must provide original or certified copies of all evidence
6. Conduct RPL assessment and complete RPL assessment record	Assessor	<ul style="list-style-type: none"> The assessor will summarise and record assessment judgements, evidence provided and RPL granted on an ongoing assessment record All evidence provided must be returned to the student after completion of the assessment process All students need to acknowledge the RPL granted to them. This does not preclude them from appealing their final grade (as per Step 8)
7. Forward RPL form to Student Services for processing	Student Services	<ul style="list-style-type: none"> Calculate and generate refunds Enter results onto Student Management System Organise formal publication of results
8. Appeal assessment decision	Student	<p>A student may appeal against a final grade in a unit by forwarding a written notice of appeal to the Head of School within 7 days of publication of the final grade</p> <p>Refer: Regulation 5.3 Assessment</p>

C Block Credit

Steps	Who is Responsible	Notes
1. Respond to request for Block Credit	Head of Program or nominee	<p>Block Credit can be requested by:</p> <ul style="list-style-type: none"> Organisations and enterprises on behalf of their employees Other educational institutions and third party providers on behalf of their students Groups of students on their own behalf
2. Conduct assessment to determine equivalence and complete Block	Assessor	<ul style="list-style-type: none"> To ensure that an effective comparison can be made the following evidence should be provided as a minimum: curriculum and course

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Steps	Who is Responsible	Notes
Credit Form		documents, unit details and workplace documents <ul style="list-style-type: none"> The TAFE Development Units can offer curriculum related support and assistance during this process
3. Approve Block Credit and advise client of outcome	Head of Program	A copy of the Block Credit form and evidence must be kept for review and audit purposes for 7 years
4. Register Block Credit with the Academic Board	Head of Program	<ul style="list-style-type: none"> The TAFE Learning and Teaching Committee will endorse the level of credit that has been granted Recommend that approval by the Academic Board Refer: Regulation 5.2 Entry quotas, admissions and enrolments
5. Add Block Credit to register	Executive Officer – Academic Board	If approved the Academic Board will notify the Head of Program and add the Block Credit to the register on the Academic Board website
6. Conduct holistic recongition assesment for each student	Assessor	Once the Block Credit is granted students must be provided with the opportunity to have all prior learning recognised on an individual basis ie. Credit Transfer, RPL and Block Credit entitlements

5. Responsibilities

- Chair – Academic Board has responsibility for the maintenance of this procedure
- Specific responsibilities are included in Section 4.

6. Policy Base

- Statute 5.2 – Entry quotas, admissions and enrolment
- Statute 9.2 – Fees and charges (TAFE Division)
- Regulation 5.2 – Entry quotas, admissions and enrolment

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- Regulations 5.3 – Assessment
- Australian Quality Training Framework (AQTF) for Registered Training Organisations
- National Principles and Operational Guidelines for Recognition of Prior Learning

7. Associated Documents

- TAFE Division Procedure: Assessment
- TAFE Division Procedure: Commercial Activities
- TAFE Division Procedure Delivery of a TAFE course
- TAFE Division Procedure: International TAFE students recruitment and enrolment
- TAFE Division Procedure: VETiS
- ANTA Training Package Assessment Materials Kit

8. Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Credit Transfer form (original)	Student Services	Head – Student Services	7 years
RPL form (original)	Student Services	Head – Student Services	7 years
RPL assessment record (original)	Individual Student File	Head of Program	7 years
Block Credit form (original)	Student Services	Chair- Academic Board	7 years

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