

LATROBE COLLEGE OF ART AND DESIGN

POLICY & PROCEDURE

Outcome Standards for RTOs 2025, Standard 1.6 - 1.7

RPL (RECOGNITION OF PRIOR LEARNING) AND CT (CREDIT TRANSFER)

POLICY

To ensure that students of LCAD have equitable access to RPL (Recognition of Prior Learning) and CT (Credit Transfer), and that these processes are conducted in accordance with the Standards for RTOs 2025.

This policy applies to all current and prospective students of LCAD enrolled in nationally recognised training products.

Definitions

- RPL: Assessment process that evaluates a person's existing knowledge and skills to determine competency.
- CT: Granting of credit towards a qualification based on prior completed studies in identical units.
- Authentic Documentation: Valid certification issued by an RTO or AQF-authorised issuing organisation.

RPL (Recognition of Prior Learning) – Standard 1.6

LCAD recognises and values prior learning, including formal, informal, and non-formal learning, and provides all students with the opportunity to have this learning assessed for RPL.

- Students may apply for RPL at the time of enrolment or any stage before commencing the relevant unit/s of competency.
- RPL assessments are conducted using evidence supplied by the student and must meet the rules of evidence and principles of assessment (validity, reliability, flexibility, and fairness).
- RPL will not compromise the integrity of the qualification or the outcomes of the endorsed training package.
- Students will be informed about the availability, process, and implications of RPL in pre-enrolment information.

CT (Credit Transfer) – Standard 1.7

LCAD grants CT to students who present a verifiable certification issued by another Registered Training Organisation (RTO) or authorised issuing organisation.

- CT is granted for equivalent units of competency previously completed with a nationally recognised provider.
- No additional fees apply for credit transfer.
- LCAD verifies authenticity through the USI Transcript Service or direct contact with the issuing RTO, where necessary.
- CT applications are processed before or during the enrolment period and recorded in the student's academic record.

PROCEDURE

RPL Procedure

1. **Student Request:**
Student expresses interest in RPL during pre-enrolment or after enrolment, before classes begin.
2. **Information and Application:**
LCAD provides RPL application form and guidance materials outlining the process, evidence requirements, and timelines.
3. **Submission of Evidence:**
Student submits the completed application and supporting evidence (e.g. portfolios, work samples, references, certificates).
4. **Assessment:**
A qualified assessor evaluates the evidence against the relevant unit(s) of competency, following the rules of evidence and principles of assessment.
5. **Decision and Feedback:**
 - Student receives a written outcome: Granted, Further Evidence Required, or Not Granted.
 - If RPL is granted, this is recorded in the student's file and reflected in the training plan.
6. **Appeals:**
Students dissatisfied with an RPL outcome may appeal through the LCAD Complaints and Appeals Procedure.

CT Procedure

1. **Student Submission:**
Student submits a CT request with a copy of a Statement of Attainment or Qualification Certificate.
2. **Verification:**
LCAD staff verify documentation through the USI Transcript Service or contact the issuing RTO where needed.
3. **Recording Outcome:**
If CT is granted, it is recorded on the student's training plan and LCAD student management system.
If CT is not granted (e.g. unit does not match), the student is advised in writing.

Internal Credit Transfer Procedure

Where a current student or a returning former student request or requires Credit Transfer (CT) in order to continue or complete their study, and has already achieved the equivalent unit(s) of competency through prior LCAD enrolment, Credit Transfer will be granted automatically.

Responsibilities

- **Coordinator:** Oversees compliance with RTO Standards and ensures integrity of the RPL/CT processes.
- **Coordinator or delegated teacher/assessor:** Conduct RPL assessments and provide support to students.
- **Admin:** Processes applications, verifies documentation, and updates records.

Related Documents

- RPL / CT Application Form
- LCAD Complaints and Appeals Policy
- Student Handbook