Course Credit and RPL
Student Information

What is Course Credit?

Course Credit is the acknowledgement that a student has satisfied the requirements of a unit of competency either through previous study of an equivalent course (Credit Transfer) or through some study and/or work or life experience (Recognition of Prior Learning). The granting of credit exempts the student from the participating in a unit of competency thus the student is not required to complete that unit of competency in order to attain the qualification.

What is Credit Transfer (CT)?

This means that you have studied and gained the same unit of competency or its equivalent at Sarina Russo Schools | Australia, Sarina Russo Institute or any other Registered Training Organisation and therefore do not have to study the unit again.

What is Recognition of Prior Learning (RPL)?

The Australian Skills Quality Authority(ASQA) defines Recognition of Prior Learning (RPL) as follows:
RPL is an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.
   a. formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
   b. non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business), and
   c. informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

This means that you may be able to receive recognition for any previous learning you may have acquired, regardless of where or how you acquired this learning. For example, you may have completed a formal course at a TAFE College or University, or you may have acquired specific skills through on-the-job training or even through some hobbies or community work in which you have been engaged. Sarina Russo Institute will recognise the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations and will map these against the qualification you are studying as well as assess your current competence as part of the Recognition of Prior Learning assessment process.

How can RPL/CT benefit me?

You may be able to reduce the cost of your course. You may be able to shorten your course or substitute the learning of a new or more advanced skill for those skills you have already mastered. It also means that you do not have to waste time by repeating the learning of skills that you already have.

What information do I need to supply for CT?

Education
   • Name of course and institution where studied
   • Outline of course/s, length, content, assessments
   • Original certified copies of statements of results (it cannot be a photocopy of a certified copy), including legend of results – do not supply originals, only certified copies are necessary. If you do not have a certified copy, please present your original statement of results to an SRI representative in person. They will take a copy and sight and sign that it is a copy of your original document for inclusion with your Credit Transfer application and immediately return your original document to you. Do not leave any original documents with your trainer for collection at a later date.

What information do I need to supply for RPL?

There is no limit to the information you can supply to support your RPL. The following is a sample list of the type of information that may be necessary:

Personal details
- Name
- Address
- Contact numbers

Education
- Name of course and institution where studied
- Outline of course/s, length, content, assessments
- Certified copies of statements of results, including legend of results – do not supply originals, only certified copies are necessary. If you do not have a certified copy, please present your original statement of results to an SRI representative in person. They will take a copy and sight and sign that it is a copy of your original document for inclusion with your Credit Transfer application and immediately return your original document to you. <u>Do not leave any original documents with your trainer for collection at a later date</u>

Employment
- Name of employer
- Length of employment
- Position description
- References
- Testimonials
- Letters from clients
- Performance Evaluations
- Referee contact person and their relationship to you (i.e.: manager/supervisor)

Other details
- Remember to include any other information you may consider relevant.

How is the application assessed?

You are assessed against the Elements and Performance Criteria of the competencies together with any performance and knowledge evidence required for the competencies. The following criteria will be used by the assessor.

Legitimacy
Evidence of your current skills and knowledge – this information must be certified.

Currency
Do you use these skills in your present job? If the answer is no, when was the last time you used them?

Quality
What is the standard of your skills and knowledge?

Relevance
What is the relevance of your skills and knowledge to this particular competency/qualification?

Transferability
Do the skills and knowledge gained elsewhere transfer to the skills and knowledge of this particular competency/qualification?

Validity
Can you demonstrate your skills or knowledge for a particular competency?

I have finished gathering my evidence, what next?

When you have finished gathering your evidence return it to the assessor. At this point you may be granted your CT or RPL or you may need to supply more evidence or complete some gap training. The assessor will give you feedback on the next step in your recognition process.

Note: during the RPL process if sufficient evidence has not been provided you may be required to complete either or both practical and theory assessments to address any gaps in your evidence. This assessment must be completed successfully on the first attempt to achieve RPL. All RPL assessments are closed book.

What steps are involved in CT?

CT applications will be prior to the student's commencement of the course. There will be no charge for CT applications unless the CT application is requested for all units of a qualification. *Please complete Credit Transfer Application Form A on page 4 of this document.*

What steps are involved in RPL?

It is strongly recommended that you make application for RPL prior to commencement of your course or within the first week of your comencement date, however all applications for RPL must be submitted at least **three (3) weeks prior to the unit being delivered**. Applications after this date will not be accepted. During orientation, the RPL process will be explained to you. The RPL process requires you to complete the application form and provide the necessary paperwork to support your application for RPL. It is the students responsibility to gather all of the relevant information and to prove currency*. You must compare the learning outcomes of the unit/s for which you wish to apply for RPL with the proof of your previous study, experience/knowledge, where you gained this experience/knowledge and when you gained it. Every learning outcome in the unit must be addressed.

The fee for RPL assessment is $200 per unit of competence. This includes:
   a)   Review of application and submitted evidence
   b)   Interview with assessor/competency conversation
   c)   Skills/Knowledge challenge testing or practical observation as required.

Please complete Recognition of Prior Learning Application Form B included in this document and submit to your course trainer or coordinator. You will then be provided with the RPL Candidate Kit that will assist you through the process of gathering your evidence for the RPL assessment process and a date that this needs to be submitted to your assessor.

On completion of the RPL assessment of evidence process, a decision will be made as to whether RPL will be granted to you. If you are deemed competent through the RPL process your course fees will be adjusted to reflect the RPL fee charge and the unit of competence fee charge will be removed (if applicable).

If you are unsuccessful in the RPL evidence assessment process, you will be required to pay the RPL fee and the unit of competence fee to complete the unit of study.

If you are not satisfied with the outcome you have the right to appeal. Please refer to the SRI Complaints and Appeals Policy and Procedure which is available via the student portal or SRI Website.

* Currency – study or course must be relevant to the learning or competency outcomes in the enrolled subject, unit, course or qualification. Skills and knowledge must be current and meet today's industry standards.

Credit Transfer Application Form A

SURNAME: **FIRST NAME:**   **COURSE:**   **COURSE START DATE:**

STUDENT NUMBER (if known):   **CLASS GROUP (if applicable):**

SRI REPRESENTATIVE:

Please note: Unit of Competence must be the same unit from the same training package or unit of competence deemed equivalent in accordance the mapping guide from a transitioned training package.
           Please ask your trainer to advise you when you are applying for credit transfer from a previous training package.

I wish to apply for Credit Transfer for the following Units of Competency:

UNIT of COMPETENCY (Being applied for)	COMPETENCY NAME	PLEASE ATTACH EVIDENCE e.g. Statement of Results or Statement of Attainment issued by RTO; Result Code Explanations	MORE EVIDENCE REQUIRED	APPROVED –YES/NO SIGNATURE & DATE

I understand the Credit Transfer process with Sarina Russo Institute.

STUDENT Signature: (if possible to obtain):   **Date:**   **Phone Number:**

The above student has been made aware of Sarina Russo Institutes Credit Transfer process either by a discussion with myself, issuing of this information sheet and/or in their induction information provided.

SRI REPRESENTATIVE Signature: **Date:**

The above student has been advised of the outcome of their application for RPL by _____.

SRI REPRESENTATIVE Signature: **Date:**

Quality Unit Use Only:
Entered into: SIMS: Date …../…../….. Int……..   SMS: Date…../…../…..Int……. Training Remaining(if applic): Date…../…../……Int…….

Recognition of Prior Learning Application Form B

SURNAME: **FIRST NAME:**   **COURSE:**   **COURSE START DATE:**

STUDENT NUMBER (if known):   **CLASS GROUP (if applicable):**

SRI REPRESENTATIVE:

Application for RPL must be submitted at least 3 weeks prior to the unit being delivered (if applicable). Application submitted after this date will not be accepted .
I wish to apply for: Recognition of Prior Learning for the following units of competency: (Please add additional rows if required)

UNIT of COMPETENCY (Being applied for)	COMPETENCY NAME	MORE EVIDENCE REQUIRED	APPROVED –YES/NO SIGNATURE & DATE

I understand the Recognition of Prior Learning process. I understand the fee structure applied for Recognition of Prior Learning for any Units of Competency for my course.

STUDENT Signature: (if possible to obtain):   **Date:**   **Phone Number:**

The above student has been made aware of Sarina Russo Institutes RPL process either by a discussion with myself, issuing of this information sheet and/or in their induction information provided.

SRI REPRESENTATIVE Signature: **Date:**

☐ RPL Candidate Kit provided to the student with a return date of of   /   /

The above student has been advised of the outcome of their application for RPL by _____

SRI REPRESENTATIVE Signature: **Date:**

Quality Unit Use Only:
Entered into: SIMS: Date …../…../….. Int……..   SMS: Date…../…../…..Int……. Training Remaining(if applic): Date…../…../……Int…….