

Policy Title	PAX RPL and Credit Transfer Policy and Procedure				
Policy Number	P - 07	Version Number	V8.0	Status	ENDORSED
Owner	Training/ Operations Manager		Approved By	CEO	
Related legislation/applicable section of legislation:					
ESOS/NCP	<ul style="list-style-type: none"> • ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students • The National Code 2018: Standard 2 				
SRTOs 2015	Standards 2 Clause 3.5 http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html				
Legislative Context	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 (Cth) • Standards for Registered Training Organisations (RTOs) 2015 • Education Services for Overseas Students (ESOS) Act 2000 • Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning 				
Related Policies and forms	<ul style="list-style-type: none"> • PAX Credit Transfer Form • PAX Training and assessment Policy & Procedure 				

Once printed this is an uncontrolled document

Table of Contents

1. POLICY.....	3
2. PURPOSE.....	3
3. SCOPE	3
4. DEFINITIONS/ ABBREVIATIONS	3
5. REQUIREMENTS.....	4
6. PROCEDURE.....	5
7. RESPONSIBILITY	6
8. REVIEW DATE.....	6

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 21 PAX RPL and Credit Transfer Policy and Procedure Version 08.0 Last Reviewed: April 2024 Next review Date: April 2026 Page 2 of 6			

1. POLICY

PAX Institute of Education Pty Ltd RTO # 22207, CRICOS # 03152D trading as PAX Institute of Education will ensure that the requirements are met by the student and PAX.

With reference to the Clause 3.5 of SRTOs; PAX accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

With reference to Std.2 of NCP 2018; PAX will ensure the decision to assess RPL or grant course credits maintains the integrity of the qualification and complies with the requirements of the educational framework of the course. When granting RPL or course credits, registered providers will need to give a written record for the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2. PURPOSE

Purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

3. SCOPE

This policy and procedure apply to all the courses on college’s scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students of PAX Institute who seek recognition for learning previously gained through formal, non-formal and informal learning, and work experiences.

4. DEFINITIONS/ ABBREVIATIONS

Recognition of Prior Learning (RPL): means an assessment process that assesses an individual’s formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

Credit Transfer: means transfer of credits from units of competencies achieved in formal and nationally recognised education and training system to equivalent units of competencies, satisfying the required competency standards.

Credit: Exemption from enrolment in a part of the course because of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

Units of Competency: means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 21 PAX RPL and Credit Transfer Policy and Procedure Version 08.0 Last Reviewed: April 2024 Next review Date: April 2026 Page 3 of 6			

5. REQUIREMENTS

PAX Institute accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
 - Authenticated VET transcripts issued by the Registrar.
- 1) Information regarding Credit Transfer must be included in the information given to students prior to enrolment;
 - 2) All staff must be provided with information about the Credit Transfer process and assist students in completing applications;
 - 3) Applicants must apply for credit transfers at the time when the application is filled in;
 - 4) Applicants wishing to apply for a credit transfer must apply using the 'PAX Credit Transfer Form';
 - 5) Applicants must present their Statement of Attainment or qualification so that the unit/s presented for credit transfer can be verified against the unit/s proposed to be delivered by PAX Institute;
 - 6) Applicants must provide Original documents from the issuing provider;
 - 7) Statements of Attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework;
 - 8) Credit will be provided only for those units which are equivalent to the units delivered at PAX. No other units will be considered from the training package of the qualification;
 - 9) Documents will be verified with the issuing RTO for the authenticity of the documents;
 - 10) Following are various means of verification of authenticity of the CT documents which are currently recommended in the industry (referred by Velg).
 - By contacting the RTO or the provider to verify the authenticity of the documents by email. The consent of the student will be taken in the PAX Credit Transfer form;
 - If the RTO has shut down, the verification will be done on the USI Provider Administrative Portal the consent is taken for this in the credit transfer form;
 - If the student is not on the USI Portal which can be a possibility if the Credits are before 2016 then we can ask the student to provide the evidence as in some "Competent" Student Assessments' for that course/qualification.
 - We can also write to ASQA and ask them to verify the documentation, but this should be the last resort as they are extremely busy and may not be able to reply in the given timeframe.

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 21 PAX RPL and Credit Transfer Policy and Procedure Version 08.0 Last Reviewed: April 2024 Next review Date: April 2026 Page 4 of 6			

- 11) In case of Internal Credit Transfer (Credit of units from one qualification delivered at PAX Institute into another qualification delivered at PAX Institute) there is no requirement of the student to complete the PAX Credit Transfer Form. The credit shall be applied internally in the SMS - WISENET and a record will be maintained of the WISENET. However, Certificate/Statement of Attainment/ Record of Results must be issued by PAX Institute to apply this internal credit grant.

- 12) PAX Institute of Education does not charge any fee for issuing credit transfer.

Applicants have the right to access PAX Institute complaints and appeals process if they are not satisfied with the outcome decision of the Credit Transfer process.

6. PROCEDURE

- 1) The Applicant must apply for Credit Transfer/RPL right at the application stage.

- 2) Applicants applying for Credit(s) must complete the 'PAX Credit Transfer Form'. This form will be submitted with the Original Award/Certificate or Statement of Attainment to the Student Admissions Department.

- 3) If the student is been recruited by an Education Agent, then the following is to be established:
 - The CT documents preferably stamped and initialed by the recruiting agent;
 - The CT documents with sighted original stamp and initialed by the agent;
 - The CT documents with company stamp and an email stating that the CT documents have been sighted and verified.

- 4) If the student is a Walk-in student then, the admissions department will sight the Original document and stamp Original sighted and initial this with date.

- 5) Admissions department will:
 - Assess the application as per the procedure and check the Credit Form for processing the CTs;
 - Verify the CT units with the 'Credit Transfer Unit List for different qualifications' as required;
 - Forward the duly completed Credit transfer form and the working sheet to Course Coordinator for checking the Timetable duration and the recommended fees. In absence of Course, Coordinator this will be processed by Course Manager;
 - Course Coordinator verifies the working sheet for CT's and would calculate the course duration and proposed fees. The recommendations would be entered on the Credit Form.
 - The form would be forwarded to the Quality & Compliance Manager for final sign off. In the absence of Q&C Manager, the approval can be taken from the Training and Administration Manager.
 - For the CT offer letters, the time table, duration and the fees can be calculated immediately and then a Letter of Offer can be issued with a condition -" This offer is subject to verifying the authenticity of the Credit Transfer documentation provided by the student to PAX."
 - In between the time of the Letter of Offer and the issuance of CoE, PAX will verify the authenticity of the CT documentation.

- 6) If credit transfer is being sought for a unit of competence that has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought.

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 21 PAX RPL and Credit Transfer Policy and Procedure Version 08.0 Last Reviewed: April 2024 Next review Date: April 2026 Page 5 of 6			

- 7) This information can be found in the mapping guide published in the relevant Training Package www.training.gov.au
- 8) If the units are not equivalent or identical as indicated by mapping guide, the applicant should will be referred for Recognition of Prior Learning (RPL).
- 9) If the student does not agree with the decision about course credit, the student may lodge an internal appeal.
- 10) The CoE is generated according to the approved duration and fee by the Admissions Coordinator. Any course duration reduction because of a Credit transfer granted to students must be indicated on the Confirmation of Enrolment stating, “Since the student has availed CT/RPL from his previous studies, there is a variation in course duration and the fees”.
- 11) Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer are placed in the student Admissions file.
- 12) Granting of Credit Transfers is recorded as a unit outcome in the student’s profile on the WISENET.
- 13) It is important to note that no CT applications will be accepted once the course has commenced.
- 14) Should there be any CT achievements between the issuance of the CoE and the course commencement date, the following process must be adhered to:
 - Approval must be obtained from the Compliance Manager/ CEO.
 - Upon approval, the CT grant process will be reinitiated, resulting in the issuance of a new Letter of Offer (LOO) and CoE, which will reflect the updated duration.
 - No CT can be granted without adjustments into fees and course duration to reflect changes accordingly.

7. RESPONSIBILITY

The Admissions department, Administration Manager, Quality and Compliance Manager, General Manager of Operations and CEO are responsible for PAX’s adherence to the National Standards for Training Organisations and ESOS/NCP2018.

8. REVIEW DATE

24 months from the date of this version, or as required.

Once printed this is an uncontrolled document

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	www.pax.edu.au
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: info@pax.edu.au
P- 21 PAX RPL and Credit Transfer Policy and Procedure Version 08.0 Last Reviewed: April 2024 Next review Date: April 2026 Page 6 of 6			