

## RPL and Credit Transfer FAQ

<p><b>What is RPL?</b></p>	<p>Recognition of prior learning (RPL) is defined in the AQF as follows:</p> <p><i>Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.</i></p>
<p><b>What is Credit Transfer?</b></p>	<p><i>Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.</i></p> <p>This is underpinned by the AQF definition of credit as follows:</p> <p><i>Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.</i></p>
<p><b>Why are there so many rules around RPL and why is it so complex?</b></p>	<p>As an RTO SAI Global must abide by standards for Registered Training Organisations that are set out in <a href="#">The National Vocational Education and Training Regulator Act 2011</a>.</p> <p>RTOs are recognised as providers of quality-assured and nationally recognised training and qualifications.</p> <p>We are regularly audited by the national regulatory body; ASQA (Australian Skills Quality Authority) and must provide sufficient evidence for all assessment decisions that are made, including for RPL and credit transfer.</p>
<p><b>What is the “professional conversation” that is being used by SAI Global?</b></p>	<p>SAI Global utilises the “professional conversation” methodology. This simplifies the process of RPL and Credit Transfer and takes some of the confusion away from the process which can be quite daunting.</p> <p>This involve a phone interview to support your Credit Transfer and RPL enquiry – once you submit your Credit Transfer and RPL Enquiry form, this is given to an Assessor who understands your industry and they will contact you within 48 hours.</p> <p>During the conversation with you they will review your enquiry or application regarding the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification.</p>

	<p>During this meeting, your Assessor will discuss your self-assessment and any evidence you have provided.</p> <p>It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor. You will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition.</p>
<p><b>What does “self-assessment” mean?</b></p>	<p>Self-assessment involves the candidate documenting skills, knowledge and experience in the relevant unit(s) of competence for which credit is being applied.</p>
<p><b>What kind of evidence should be provided as part of the RPL/ Credit process?</b></p>	<p>The following is a list of some documents you can provide as examples of proof of your work:</p> <ul style="list-style-type: none"> <li>• Curriculum Vitae (CV)</li> <li>• Statements of Attainment, qualifications certificates and/or results of assessments</li> <li>• Any licenses and/or tickets held</li> <li>• Diaries, task sheets and/or logbooks</li> <li>• Workplace/site training records and competencies held</li> <li>• Job Descriptions</li> <li>• Workplace documentation (audit checklists, reports, systems documentation etc.</li> <li>• Supplementary workplace evidence including 3<sup>rd</sup> Party Reports, summary of WHS projects undertaken (including your role, project outcomes, verified by your manager)</li> </ul>
<p><b>How much does RPL and Credit Transfer cost?</b></p>	<p>The following fees apply once you have lodged an application for credit:</p> <p><b>Credit transfer</b> - \$50 flat fee for current units offered by SAI Global</p> <p><b>Credit transfer</b> - \$50 per unit for units that are similar, but were issued under a previous version, or, may differ in a minor way from the current unit (e.g. a letter a at the end instead of a b)</p> <p><b>Credit transfer</b> - \$150 per unit of competency from other training packages that may be used as electives towards the qualification</p> <p><b>Recognition (RPL)</b> - \$350 per unit of competency</p> <p>* A special rate of \$75 per unit applies to RPL of the entry units for the Diploma and Advanced Diploma of WHS</p>
<p><b>Why is it important to include a copy of my resume or CV?</b></p>	<p>A copy of your CV explaining in detail your experience in relation to your application for RPL. This assists the assessor make an assessment determination and can contribute towards the concept of the “volume of learning”.</p>

**If my qualification allows me to select one unit from another qualification how do I know what unit to select?**

You can refer to the qualification information provided by SAI Global on our website; <http://www.saiglobal.com/courses>

The SAI Global website contains information about each qualification and there is a separate application form for each qualification that contains critical information on how to achieve the qualification; <http://www.saiglobal.com/training/assurance/support/>

If a qualification is at Diploma level you are usually able to select one unit from a higher qualification (i.e. an Advanced Diploma) or from a lower qualification (e.g. Certificate IV). Some units of competency are found in a Diploma and an Advanced Diploma level qualification. For example;

BSBRKS501B Manage Risk forms part of the BSB60407 Advanced Diploma of Management as well as BSB51107 Diploma of Management. This means that this unit can form part of a range of qualifications with SAI Global, including; BSB60612 Advanced Diploma of Work Health and Safety as well as BSB51607 Diploma of Quality Auditing.

Alternatively you can refer to the training package rules for the qualification at [www.training.gov.au](http://www.training.gov.au)

### 1. Enter the exact qualification you want to enquire about:

**Quick search**

**Organisation / RTO**

 

Include RTOs not currently registered.

**Nationally recognised training**

 

Include superseded data.

### 2. Select the most recent version (in this case “Release 3”)

#### Qualification details

[Export summary to PDF](#)  
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[View this qualification on M](#)

BSB51607 - Diploma of Quality Auditing (Release 3)

##### Summary

Release	Status	Release date	Compare
<b>3 (this release)</b>	Current	18/Mar/2013	<input type="checkbox"/>
2 ( <a href="#">View details</a> )	Replaced	28/Nov/2011	<input type="checkbox"/>
1 ( <a href="#">View details</a> )	Replaced	10/Mar/2009	<input type="checkbox"/>

### 3. Look at the units of competency that are included in the qualification

#### UNITS OF COMPETENCY

Code ▲	Title
<a href="#">BSBADM506B</a>	Manage business document design and development
<a href="#">BSBAUD402B</a>	Participate in a quality audit
<a href="#">BSBAUD501B</a>	Initiate a quality audit
<a href="#">BSBAUD503B</a>	Lead a quality audit
<a href="#">BSBAUD504B</a>	Report on a quality audit
<a href="#">BSBINM501A</a>	Manage an information or knowledge management system
<a href="#">BSBMGT502B</a>	Manage people performance
<a href="#">BSBMGT516C</a>	Facilitate continuous improvement
<a href="#">BSBPMG513A</a>	Manage project quality
<a href="#">BSBRKG502B</a>	Manage and monitor business or records systems
<a href="#">BSBRSK501B</a>	Manage risk
<a href="#">BSBSUS501A</a>	Develop workplace policy and procedures for sustainability
<a href="#">BSBWOR502B</a>	Ensure team effectiveness

Items per page 10 | 20 | 50 | 100

### 4. Read the packaging rules to see how many units are in the qualification, what units you can select etc.

#### Packaging Rules

Total number of units = 8

8 elective units

3 elective units must be selected from the **Group A** units listed below.

2 elective units must be selected from the **Group A** or **Group B** units listed below or from an equivalent level of qualification.

The remaining 3 elective units may be selected from the **Group A** or **Group B** units listed below, or any current accredited course at the same qualification level. If not listed below, 1 unit may be selected from either a Certificate or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

#### Elective units

##### Group A units

##### Information Management

BSBINM501A Manage an information or knowledge management system

##### Quality Auditing

BSBAUD402B Participate in a quality audit

BSBAUD501B Initiate a quality audit

BSBAUD503B Lead a quality audit

BSBAUD504B Report on a quality audit

**What if I have previously done a unit of competency that has now been superseded?**

Most qualifications through SAI Global allow flexibility for the student to select a number of electives from a range of qualifications and training packages.

When this is the case, the packaging rules for all qualifications state that the elective units from other training packages must be from a “current” training package.

	<p>Training packages are updated regularly, usually every 5 years. If you have completed units that you thought would count towards a qualification but which are now superseded, i.e. have been replaced by newer units of competency (e.g. OHS units switched to WHS units on 18 March 2013), you can apply for credit transfer or RPL. Unfortunately there is nothing that SAI Global can do about this, but we do keep our information up-to-date on the website as we ensure that we always deliver the latest units of competency and qualifications to provide our students with up-to-date skills recognition.</p>
<p><b>I have been working towards the Diploma of Quality Auditing BSB51607 and did OHS Risk course with SAI Global - but the two OHS units I completed have been superseded by WHS units, what should I do?</b></p>	<p>This is a common question we get asked as new WHS qualifications were introduced in 2013. The answer above applies to this situation.</p> <p>In the case of the two units that were previously in the OHS Risk course the following rules apply:</p> <p>BSBOHS509A - Ensure a safe workplace – transfer to BSBWHS501A Ensure a safe workplace (\$50 for credit transfer to the new equivalent unit)</p> <p>and BSBOHS505C Manage hazards in the work environmental \$350 for the RPL of the unit to the new unit; BSBWHS504A</p> <p>Alternatively – you may have completed two Diploma level units in another SAI Global course or with an RTO.</p>
	<p>If you have already completed units and have a transcript or statements of attainment from either SAI Global or another RTO you can apply for credit transfer. You can also go to <a href="http://www.training.gov.au">www.training.gov.au</a> which lists all training packages and units of competency. This will show you which units you have are up to date or may have been superseded.</p>
<p><b>What if I am halfway through my qualification and a qualification becomes superseded?</b></p>	<p>This will not affect students currently enrolled in courses or who are still waiting to complete final assessments. However once 12 months past the endorsement date has passed the old units SAI Global is unable to issue the units of competency or the qualification.</p> <p>However there are provisions with ASQA for RTO's to issue qualifications and units of competency beyond the 12 month transition period. In this case SAI Global ensures that no students are disadvantaged during the transition period. We are able to issue qualifications beyond the 12 month period but this is done on a case-by-case basis – so contact SAI Global customer service if this affects you. e.g. the transition from BSB60607 Advanced Diploma of Occupational Health and Safety to BSB60612 Advanced Diploma of Work Health and Safety</p>