

Credit Transfer & Recognition of Prior Learning



*How to gain credit for your current skills and
knowledge*

Are you currently working in the bookkeeping industry? Do you feel confident that your bookkeeping skills are well-developed without the need for further study?

Recognition of Prior Learning (RPL) could be just the thing for you! Masterpiece Consultants offers a simple, cost-effective RPL process for both the Certificate III in Financial Services (Accounts Clerical) and the Certificate IV in Financial Services (Bookkeeping).

Introduction to Credit Transfer and RPL

If you have already completed work at another institution, or have been working in the bookkeeping industry for years, you may not want or need to sit an entire course to receive a qualification. Credit transfer and recognition of prior learning (RPL) are two ways you can complete all or part of a qualification based on your existing experience.

Terminology

Credit Transfer applies when you have already completed one or more of the competencies needed for your desired qualification at a TAFE or other institution.

Recognition of Prior Learning (RPL) applies when you already have the knowledge to pass a competency but have not completed it through formal learning.

For example, if you started studying previously and completed *FNSICGEN301B Communicate in the Workplace* before stopping for personal reasons, you would be granted credit transfer for that competency. If you have worked in an office for five years and already have the knowledge covered by *FNSICGEN301B*, you could apply for recognition of prior learning (RPL) and sit a test to show that you already have the necessary skills.

Benefits

Credit transfer and RPL can benefit you in several ways:

- ✓ If you are able to complete your entire qualification through RPL (or a mixture of RPL and credit transfer), you will save time and money.
- ✓ If you choose to complete part of your qualification through RPL and/or credit transfer and the remainder in classes, you will not be required to sit assessments for those competencies already granted – so you can focus instead on new skills and knowledge.
- ✓ If you are not looking for a complete qualification, you can sit the RPL tests for the competencies you particularly need and receive a Statement of Attainment for them.
- ✓ If you are a little uncertain about returning to formal study, it can be a real confidence booster to know that you already have one or more competencies 'under your belt' before starting classes.

NOTE: Our bookkeeping courses are structured around case studies, and for the duration of each course you will be doing the bookkeeping for a fictional company. This can mean that, even though you have been granted RPL or credit transfer for a competency, you still need to do some of the work associated with it.

For example, if you have been granted RPL for *FNSICACC301B Administer accounts payable*, you would still need to enter purchases information along with the other students to ensure that your MYOB file is kept up to date with information that you will need when completing other competencies. You will not, however, be *assessed* on any of the work done for this competency.

How it works

Credit Transfer is a simple matter of providing us with evidence that you have already completed a competency at another training organisation. To do this, you will need to provide us with a certified copy of your Certificate or Statement of Attainment from that organisation. Alternatively, you can bring the original in for one of our staff members to sight and copy (please do NOT post original certificates),

Recognition of Prior Learning involves completing one or more tests for each competency you are interested in. These tests are practical, and involve the types of task you will have already regularly completed in your workplace. For example, depending on the competency, you may be asked to do things such as:

- Complete a bank reconciliation
- Write a business letter
- Produce a cash flow statement
- Process a batch of receipts

You will be provided with all the necessary materials for the completion of these tasks. Once you have completed the necessary assessments, a trainer will mark them and contact you to provide you with the results of your application.

Making the Decision

Not sure whether to apply for RPL or not? We recommend that you:

- Read through this booklet carefully, and make sure you understand what the RPL process involves.
- Look at the 'Which course?' checklist on the following page, and see whether the skills you currently have match the qualification you are interested in.
- If you have any questions, you can call our office on (03) 5941 4711 or e-mail admin@mpiece.com.au for assistance.



Which course?

Interested in RPL but not sure which qualification matches your current skills and experience? Use this checklist as a rough guide to the skills and topics covered in each qualification as delivered by Masterpiece Consultants.

Certificate III in Financial Services (Accounts Clerical)		Certificate IV in Financial Services (Bookkeeping)	
<u>Prerequisites:</u> Literacy and numeracy skills to a Year 10 level.		<u>Prerequisites:</u> Literacy and numeracy skills to a Year 10 level.	
<u>Software used:</u> The RPL tests for this qualification are done using MYOB Accounting v16.		<u>Software used:</u> The RPL tests for this qualification are done using MYOB Accounting Plus v16.	
You may like to consider RPL for this course if you are confident in the following skills:		You may like to consider RPL for this course if you are confident in the following skills	
<input type="checkbox"/>	Work in an office using MYOB	<input type="checkbox"/>	Competent in the use of MYOB accounting software
<input type="checkbox"/>	Process debtors and creditors	<input type="checkbox"/>	Competent in basic bookkeeping tasks as covered in the Certificate III course.
<input type="checkbox"/>	Prepare bank deposits	<input type="checkbox"/>	Deal with OH&S issues in office environments
<input type="checkbox"/>	Write cheques	<input type="checkbox"/>	Set up an MYOB data file
<input type="checkbox"/>	End of period reporting	<input type="checkbox"/>	Work as a professional in the financial services industry
<input type="checkbox"/>	Basic BAS preparation tasks	<input type="checkbox"/>	Develop and implement policies and procedures
<input type="checkbox"/>	Deal with OH&S issues in office environments	<input type="checkbox"/>	Establish and maintain a cash accounting system
<input type="checkbox"/>	Back up MYOB files	<input type="checkbox"/>	Establish and maintain an accrual accounting system
<input type="checkbox"/>	Set up my own MYOB data file	<input type="checkbox"/>	BAS and IAS preparation
		<input type="checkbox"/>	Establish and maintain a payroll system
		<input type="checkbox"/>	Maintain asset and inventory records
		<input type="checkbox"/>	Prepare financial statements

Remember: If you decide that RPL may not be the right path for you, Masterpiece Consultants also delivers both of these courses in a class-room based format. See our website, www.masterpiececonsultants.com.au, for more information and current class dates.

How to apply

Basic instructions

1. Use the Course Notes* for the course you are interested in to decide which competencies you have already completed or which you feel you are already competent in.
2. Fill in the following paperwork:
 - a. The RPL form included in this booklet*
 - b. An enrolment form*
 - c. A payment form*
3. Keep a copy of all forms for your own records.
4. Return the forms and payment to Masterpiece Consultants by fax (5941 3576), post (PO Box 683, Pakenham 3810) or in person (Unit 2, 46 Main Road, Pakenham). An incomplete application may delay processing, so make sure all relevant sections are complete before submission. Payment is required at the time of application.

* Course Notes, replacement copies of this booklet, enrolment forms and payment forms are all available from www.masterpiececonsultants.com.au. If you do not have Internet access or experience difficulties with the download, call (03) 5941 4711 to request that hard copies be posted to you.

Application deadlines

RPL and Credit Transfer applications can be made at any time, but please note that delays may be experienced during the financial end of year period (June/July) and over Christmas/New Year. If you plan to do some competencies through RPL and complete the rest of the qualification through class-based training, you will need to submit your application at least four weeks before the start of your desired course, to allow time for processing.

Costs

Credit Transfer is granted automatically once you have presented suitable evidence. It does not attract an additional charge.

Recognition of Prior Learning costs:

- \$495.00 for the Certificate III in Financial Services (Accounts Clerical)
- \$1,295.00 for the Certificate IV in Financial Services (Bookkeeping)

If you choose to complete part of your course through RPL and part through class-based sessions, you will need to pay the normal course fee for that course:

- \$1,495.00 for the Certificate III in Financial Services (Accounts Clerical)
- \$2,895.00 for the Certificate IV in Financial Services (Bookkeeping)

If you plan to complete the entire course through RPL but do not pass all the necessary competencies, you may elect to pay the difference between the RPL fee you have paid and the course fee, and attend classes. For example, if you paid \$495 to attempt the Certificate III through RPL but did not pass all competencies, you could pay an extra \$1,000 to finish the course through classes.

What happens next?

For Credit Transfer applications, we will check the evidence you have provided us with to make sure you are (a) applying for competencies relevant to your chosen course and (b) that you do indeed hold the relevant competencies. Once this is confirmed, your Credit Transfer application will be granted.

For RPL applications, we will contact you to make the arrangements for your test/s. Once these have been completed and marked by one of our trainers, we will contact you with your results.

- If you have passed all the competencies necessary to complete your chosen course, you will be issued with a Certificate at no further cost.
- If you have not completed all the competencies necessary to receive a Certificate, you can choose to either receive a Statement of Attainment for those you did complete *or* you can choose to join one of our classes in order to complete the course (extra charges apply; see 'How much does it cost?' for further information)

Complaints & Appeals

If you do not agree with the assessment decisions made by our trainers or feel you have been unfairly treated during the Credit Transfer/RPL application process, please contact us on (03) 5941 4711 or e-mail admin@mpiece.com.au to discuss the problem.

If this does not resolve the issue to your satisfaction, see the Student Handbook (available from www.masterpiececonsultants.com.au or call (03) 5941 4711 to request a hard copy) for information on our Complaints & Appeals process.

PART A: STUDENT DETAILS

In this section, please fill out your details and the details of the Masterpiece Consultants course for which you would like to apply for RPL.

Family name:

Given names:

Address:

E-mail: Phone:

Course code:

Course name:

PART B: CREDIT TRANSFER

Fill in this section if you have already completed one or more competencies as part of another nationally recognised course. Please provide a certified copy of the original qualification*, which lists the competencies you have completed – if the qualification you have does not include the list of competencies, contact the training organisation which issued it to obtain the proper paperwork. NB: If your qualification was issued under a different name to the one you are currently using, you will need to provide us with proof of the change of name.

* Alternatively, you can bring the original qualification in and we will take a copy for our records.

Name of training organisation:

Name of qualification:

Please list the competencies for which you would like to apply for credit transfer:

PART C: RECOGNITION OF PRIOR LEARNING

Fill in this section if you have had work or volunteer experience which applies to the competencies you are interested in. For example, if you have worked in an office for several years, you may be competent in *FNSICGEN301A Communicate in the Workplace* even though you have never formally studied it. If you fill in this section, we will arrange for you to come in to our training room to sit an assessment for each competency listed below.

Please list the competencies you would like to be assessed for:

PART D: STUDENT SIGNATURE

Privacy Statement

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit.

Under the National Privacy Principles, you are entitled to access the personal information held on you and you may request corrections to information that is incorrect or out of date.

Student declaration

I hereby declare that all details in this application are true and accurate. I have included copies of all evidence referred to above, and I understand that Masterpiece Consultants may contact any references supplied in order to verify the evidence supplied.

Student signature:

Date: