



RPL & Credit Transfer Policy and Procedure

POLICY	RPL AND CREDIT TRANSFER LEARNING (RPL)
<p>Overview</p>	<p>AACI is committed to providing up to date and relevant information regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all students prior to enrolment and whilst enrolled with AACI.</p> <p>Recognition is a method of assessing if a student has evidence of competency for a particular unit of competency that they are enrolled in. It is important to remember that Recognition is an assessment process not an assumption of competence.</p> <p>Recognition is the determination, on an individual basis, of the competencies obtained by a student through:</p> <ul style="list-style-type: none"> • previous formal training • work experience, and/or • life experience
<p>Statement</p>	<p>The AACI's Recognition of Prior Learning Policy (RPL) is designed to ensure that an individual's prior learning, achieved through formal and informal training, work experience or other life experiences, is appropriately recognised.</p> <p>This policy documents the criteria followed by the AACI in assessing RPL and its decision-making process.</p>
<p>Objectives</p>	<p>In consideration of the above principles, the objectives of the Recognition of Prior Learning Policy are to:</p> <ul style="list-style-type: none"> • Increase access to RPL by individuals entering any formal and/or recognised training program; • Ensure that RPL is an integral component of the assessment of an individual's eligibility for an award or formally recognised competency; • Ensure that the procedure for RPL incorporates a range of valid and reliable techniques designed to accurately assess competencies held; • Promote 'non-traditional' learning processes as valid pathways to competency achievement and recognised training outcomes; • Ensure that an individual's prior learning, achieved through formal and informal training, work experience or other life experiences is appropriately recognized;
<p>Scope</p>	<p>This Policy/Procedure addresses Recognition of Prior Learning in the context of formal courses recognised in the Australian Qualifications Framework, where the course/competency leads to an accredited qualification, and applies to all applications for Recognition of Prior Learning and Recognition of Current Competencies by students.</p>
<p>Definitions</p>	<p><i>Credit transfer</i> is one of a number of processes for establishing credit. It provides a means for students to gain credit in a qualification on the basis of completed components of another qualification or other formal learning.</p>

	<p>Recognition for Prior Learning or RPL is an assessment process for the purpose of recognising skills and competencies an individual may have already attained and to provide them with a formal qualification (or Statement of Attainment) from a nationally recognised training package or curriculum. RPL is not required when a person already has the same unit of competency issued by another Registered Training Organisation (RTO). In this case, the concept of National Recognition will apply and Credit Transfer will be provided to a successful applicant</p>
<p>Principles</p>	<p>National Training Framework Committee</p> <p><i>AACI has adopted the following principles of the National Training Framework Committee:</i></p> <ul style="list-style-type: none"> • <i>Assessment processes will provide for the recognition of current competencies, regardless of where these may have been acquired.</i> • <i>Recognition of prior learning focuses on identifying the endorsed industry / enterprise competency standards currently held by individuals as a result of formal and informal training, not how, when or where the learning occurred.</i> • <i>Recognition of prior learning underpins any system of competency based training. It is essential to have a demonstrable commitment to recognising the prior learning of individuals.</i> • <i>Recognition of prior learning will be available to all potential applicants.</i> • <i>Recognition of prior learning will involve processes that are fair to all parties involved.</i> • <i>Recognition of prior learning will involve the provision of adequate support to potential applicants.</i> <p>Key Principles of Assessment in RPL</p> <p><i>Assessment processes must be valid, reliable, flexible and fair. It is imperative that in the assessment of competencies for the recognition of prior learning, the following principles be observed:</i></p> <ul style="list-style-type: none"> • Validity <p>Assessments will cover the range of skills and knowledge needed to demonstrate competency.</p> <p>Assessment of competencies will integrate knowledge and skills with their practical application.</p> <p>Assessment of a student’s competency will be judged on sufficient evidence gathered on a number of occasions and in a variety of contexts or situations and using different methods. The evidence will be collected from activities and tasks that can be clearly related to the unit of competency or learning</p>

	<p>outcomes specified and demonstrate that the performance criteria have been met.</p> <ul style="list-style-type: none"> • Reliability <p>The criteria for the judgment of competence must be stated clearly and adhered to.</p> <ul style="list-style-type: none"> • Fairness <p>Assessment practices and methods should be fair and equitable to all students.</p> <p>Assessment procedures and the criteria for judging performance must be made clear to all students seeking assessment.</p> <p>Assessment should be based on a consultative approach. The process of assessment should be jointly developed / agreed between those involved.</p> <p>Students should be provided with the opportunity to challenge assessments and provision should be made for a review and an appeal of assessment decisions.</p> <ul style="list-style-type: none"> • Flexibility <p>Assessment should cover both on and off-the-job components of training. Procedures should allow students to seek recognition in one or more of the units of competency without having to participate in a training program.</p>
<p>Stages of the RPL Process</p>	<p>The RPL process will include the following stages:</p> <ul style="list-style-type: none"> • Meeting and interview with Trainer and Assessor • Information supplied by the AACI on the RPL process • Initial support and counselling provided by the AACI • Self-assessment by the student in creating their supporting evidence • Student to submit Application for RPL • Assessment of student RPL Application and supporting evidence (RPL Evidence Portfolio) • Post-assessment guidance provided by the AACI • RPL Result and Certification by the AACI <p><i>Meeting and Interview with your Trainer and assessor</i></p> <p>To commence the RPL process you will be required meet with a AACI Trainer and Assessor to discuss your existing skills and knowledge. Together with you determine which units within a qualification your skills and knowledge match up with. You will then work through a checklist which is provided to you in</p>

	<p>order to identify what you need to demonstrate to achieve the RPL.</p> <p>Students are provided with the opportunity to question assessments and access to the AACI's complaints and appeals process for a review and an appeal of assessment decisions if required.</p> <p>Assessment covers both on and off-the-job components of training. Procedures allow students to seek recognition in one or more of the units of competency without having to participate in a training program.</p>
<p>Demonstration/Observation of Practical Tasks</p>	<p>Your trainer and assessor may come and observe you at work, in your workplace or in a simulated environment. It is not mandatory for all candidates to do a practical assessment.</p> <p>The candidate may provide sufficient evidence through the RPL evidence portfolio, RPL interview and third party report/s to be deemed competent.</p> <ul style="list-style-type: none"> ▪ Brief CV or work history ▪ References/letters from previous employers/supervisors ▪ Third Party Reports from workplace supervisors ▪ Any licences ▪ Certificates/results of assessment –local, interstate or overseas ▪ Certificates/results of assessment – registered training organizations, universities, Vendor training courses, in house courses, workshops, seminars, symposiums ▪ Results/statement of attendance/certificates – club courses, e.g. first aid, officials, refereeing, coaching, surf lifesaving, white card, etc. ▪ Diaries/task sheets/job sheets/log books ▪ Site training records and competencies ▪ Membership of relevant professional associations ▪ Hobbies/interests/special skills outside work ▪ References/letters from previous employers/supervisors ▪ Industry awards ▪ Previous relevant assignments or assessments

	<ul style="list-style-type: none"> ▪ Any other documentation that may demonstrate industry experience
Supporting Evidence/Third Party Report/practical demonstration of your skills	Your trainer and assessor will talk you your employer or supervisor (as nominated by you) and discuss your work. Your trainers and assessor may need to conduct a practical skills test at your workplace or at another suitable venue.
RPL Result	Upon satisfactory completion of all assessment tasks you will be awarded a result of Recognition of Prior Learning (RPL). Unsatisfactory completion requires consultation with your trainer and assessor to discuss the best approach for successful completion.
Stages of the Credit Transfer Process	<p>The credit transfer process involves:</p> <ul style="list-style-type: none"> — Mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and — Making a judgment about the credit to be assigned between the matched components of the two qualifications. <p>Application form</p> <p>A student will be required to complete the consent to verify student records form and present their Statement of Attainment or Qualification for examination. These documents will provide the detail of what units of competence the applicant has been previously issued.</p> <p>Submit evidence</p> <p>Students must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an RTO (RTO ID's and details will be checked on Training.gov).</p> <p>The student is required to submit originals for copying and endorsement by RTO staff or copies which are certified as true copies of the original by a Justice of the Peace (or equivalent).</p> <p>If Credit Transfer is being sought for a unit of competence which has a different title or code, then the equivalence between the unit held and the unit being sought will be researched and verified.</p> <p>When to apply</p>

	<p>Whilst students may apply for Credit Transfer at any time, they are encouraged to apply before commencing a training program; this will reduce unnecessary training.</p> <p>Credit Transfer will only be issued when the student’s enrolment includes at least one other unit of competence; student may not enrol only for Credit Transfer.</p>
<p>Credit transfer – how it works</p>	<p>As a component of the Pre-Training Review process, AACI ensures participants are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.</p> <p>Credit Transfer is a process that provides participants with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies.</p> <p>Where a participant provides suitable evidence they have successfully completed a unit or module at any RTO, AACI provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.</p> <p>AACI is not obliged however to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.</p> <p>Note that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.</p>
<p>Verification of Documentation</p>	<p>AACI recognises verified testamurs from other Registered Training Organisations. This applies to all cases, including participants seeking credit transfer for previous study, and personnel documentation.</p> <p>Before providing credit on the basis of a qualification, statement of attainment or record of results, AACI authenticates the information in the document. The student will be required to sign a permission form in order for AACI to verify their qualification or statement of attainment.</p> <p>Where Credit Transfer is granted, the student will be advised within five working days of completion of the assessment and the training program adjusted accordingly.</p> <p>Where Credit Transfer is not granted, the participant will be notified in</p>

	<p>writing of the outcome within five working days of completion of the assessment. The written communication to the participant includes a reason for refusal, and information on how to lodge a complaint or appeal if desired.</p>
<p>Fees</p>	<p>There are no fees associated with applying for a credit transfer. For those students applying for CTs their enrolment fee will be calculated based on the number of credit transfer units being applied for.</p> <p>Fees for RPL will be calculated on the number of units that are being applied for. You may find the indicative fees for RPL on our website.</p> <p>Student fees will be calculated as per the Fees, charges and refund policy located on the AACI website.</p> <p>In determining fees and charges for Recognition of Prior Learning the principles of access and fairness under the Australian Quality Training Framework will be applied.</p> <p>A RPL Application fee of \$500 and additional fee of \$100 per hour (Plus GST) will be charged to students for the assessment of an RPL Application</p> <p>RPL Fees are non-refundable.</p>
<p>References</p>	<p>This policy has been prepared with reference and content from:</p> <ul style="list-style-type: none"> • Standards for Registered Training Organisations (RTOs) 2015 • The Australian Quality Training Framework • A Guide to the Competency Standards for Assessment, 1997, Australian National Training Authority • Agreement for a National Framework for the Recognition of Training, (NFROT), June 1992 • RPL Assessor Kits, Skills First (The State of Queensland – Department of Education and Training)
<p>Risk Management and Quality Assurance</p>	<p>The extent of recognition sought may be up to 100%, however, it is recommended not to exceed 80%. It is acknowledged that there is a higher risk associated with this degree of recognition. The amount of risk in the RPL process is directly related to the amount of evidence to be collected; the degree of rigor required; the number of assessors to be used; and the costs of implementing RPL processes.</p> <p>The general principle to be observed is that as the level of risk increases there</p>

	<p>should be a corresponding increase in the rigor of the RPL processes.</p> <p>This increased rigor can be achieved through requiring more evidence of higher quality and the involvement of more assessors to review the evidence and make the final assessment decision.</p>
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PROCEDURE	RECOGNITION OF PRIOR LEARNING (RPL)
Action/Method	<p>1. Preliminary Information</p> <p>1.1 All students will be issued with information on RPL/RCC via the Student Information Guide and during any Orientation.</p> <p>1.2 Students who consider applying for RPL should contact the Course Coordinator, who will provide a brief explanation of the process and advice, and supply the <i>RPL Kit and Recognition of Prior Learning Application Form</i> (available with Student Administration), either personally or via the mail system.</p> <p>1.3 The applicant must complete the <i>Prior Learning Application Form and provide evidence</i> in 4 major categories:</p> <ul style="list-style-type: none"> 1.3.1 Personal details 1.3.2 Qualifications 1.3.3 Professional development 1.3.4 Work experience 1.3.5 Other Attributes (other interests & Skills if appropriate & relevant) <p>2. Applying for RPL</p> <p>2.1 Students will need to complete an RPL Application Form for each course they seek recognition for either in part or whole.</p> <p>2.2 Applicants should use the information contained within the RPL Kit and RPL Application Form to conduct a self-assessment against the <i>course learning outcomes</i> (that is underpinning knowledge and skills in unit of competency also to be supplied).</p> <p>2.3 Applicants should consider how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence. Applications for RPL must be accompanied by written evidence gathered by the applicant and submitted to the Course Coordinator directly or via the Student Administration Office.</p>

	<p>If the Application does not meet the Approved Standard</p> <p>3.1 If the applicant has skills gaps, the AACI will offer the applicant the opportunity to:</p> <ul style="list-style-type: none"> • Attend a formal interview to present further information. • Immediately sit appropriate and supervised tests for the competency. <p>Completion of the RPL Process</p> <p>4.1 The Course Co-ordinator will complete the RPL Evidence Matrix, assess all RPL applications and submit a report on his/her findings to the CEO.</p> <p>4.2 The CEO will review the Course Coordinator's report and make a recommendation to the Academic Advisory Board.</p> <p>4.3 All Applications for RPL are required to be ratified by the Academic Advisory Board.</p> <p>4.3 Following advice from the Academic Advisory Board, the CEO will notify the applicant within 7 days as to whether his/her application has been successful, unsuccessful, or if further evidence is required. This notification is communicated via the Letter Confirming RPL Application Outcome. (<i>Available with Student Administration</i>).</p> <p>4.4 The CEO will arrange for results of successful RPL outcomes to be recorded in Assessment Results immediately and filed in the Student's academic folder, together with RPL Application forms and associated evidence such as RPL assessor's kit and RPL evidence matrix.</p> <p>4.5 The student may lodge an appeal on the AACI's RPL decision in accordance with the AACI's Complaints and Appeals Policy. There is no cost to the student for the Internal Complaints and Appeals Process.</p>
<p>Attached Documentation</p>	<ol style="list-style-type: none"> 1. RPL Kit 2. RPL Application Form (includes guide to completing application form) 3. RPL Evidence Matrix 4. AACI Learning Outcomes form (based on underpinning knowledge & skills in each respective unit of competency) 5. Letter confirming RPL Application Outcome
<p>Related Legislation</p>	<p>Legislation</p> <ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act • Standards for Registered Training Organisations (RTOs) 2015

	<p>Policies & Procedures</p> <ul style="list-style-type: none"> • Assessment • Course Credit • Records Management, Maintenance and Security • Privacy Policy • Formalisation of Enrolment • Complaints and Appeals • Fees and Charges • Mutual Recognition of Qualifications <p>Other</p> <ul style="list-style-type: none"> • Student Information Guide • Assessment Records and Correspondence
<p>Related Documentation</p>	<p>Recognition of AQF Qualifications Issued By Other RTOs Policy and Procedure</p> <p>Assessment Policy and Procedure</p> <p>Student Information Guide</p>

VERSION CONTROL

Review / amendment history

Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: 1 May 2024

Version	Date	Details
1.0	4 August 2021	Policy approved and issued
2.0	1 March 2022	Minor Changes
3.0	1 September 2022	RTO Registration TOID and contact details
4.0	1 May 2023	No changes

Contact AACI for further information concerning this policy

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