

RECOGNITION POLICY - Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Purpose

This Policy has been developed to ensure that EduNex Training provides the opportunity for Students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

Scope

This Policy applies to all Trainers and Students who wish to apply for Recognition of Prior Learning (RPL) and Credit Transfer (CT).

Policy

Recognition generally takes two forms: Recognition of Prior Learning (RPL), which is the focus of this policy, and Credit Transfer (CT) which is dealt with in the Credit Transfer section of this manual.

What is Recognition of Prior Learning (RPL)?

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, RPL encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.¹ This has benefits for the individual and industry. Most importantly, it should be noted that RPL is just another form of assessment and requires the same application of policy and procedures outlined in the Assessment section of this manual.

¹ Australian Qualifications Framework (AQF) Advisory Board, 2004

RPL Guidelines

The following guidelines are to be followed when an application for RPL is received:

- Any Student is entitled to apply for RPL in a course or qualification in which they are currently enrolled. (RPL is not offered for First Aid unit of competencies)
- Students may not apply for RPL for units of competency or qualification which are not included in EduNex Training's Scope of Registration.
- Whilst Students may apply for RPL at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the Student down a more efficient path to competence.
- Assessment via RPL is to apply the principles of assessment and the rules of evidence.

Forms of Evidence

RPL acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, EduNex Training applies the following rules of evidence:

- Sufficient,
- Valid,
- Authentic, and
- Current.

Like assessment, RPL is a process whereby evidence is collected and a judgement is made by an Assessor or assessment team. The judgement is made on evidence provided by Students of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a Students ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward RPL may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an Assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the Student will start to provide a strong case for competence. EduNex Training reserves the right to require Students to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a Student's current competence.

Appealing RPL Outcomes

If the Student is not satisfied with the outcomes of a RPL application, they may appeal the outcome like other assessment decisions. Further information on the appeals process is available at section three.

RPL Procedure

The following procedure is to be applied by EduNex Training upon receipt of an application for RPL:

Step 1 Provide sufficient information to prospective Students to inform them of opportunities for alternative pathways via RPL and the RPL process. Fees associated with the RPL process are included on the Schedule of Fees and Charges available on the website at www.edunex.edu.au

Step 2 Students who request RPL of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a RPL application (using the RPL Self-Assessment Guide). This step is not compulsory but is strongly suggested. The Student should be provided an electronic version of the RPL application documents.

Step 3 Undertake a RPL assessment planning interview between the Assessor and the Student (using the RPL Assessment Plan). This is to include where possible:

- Helping the Student to identify appropriate forms of evidence;
- Guiding the Student on the use of RPL tools; and
- Informing the Student about the assessment process.

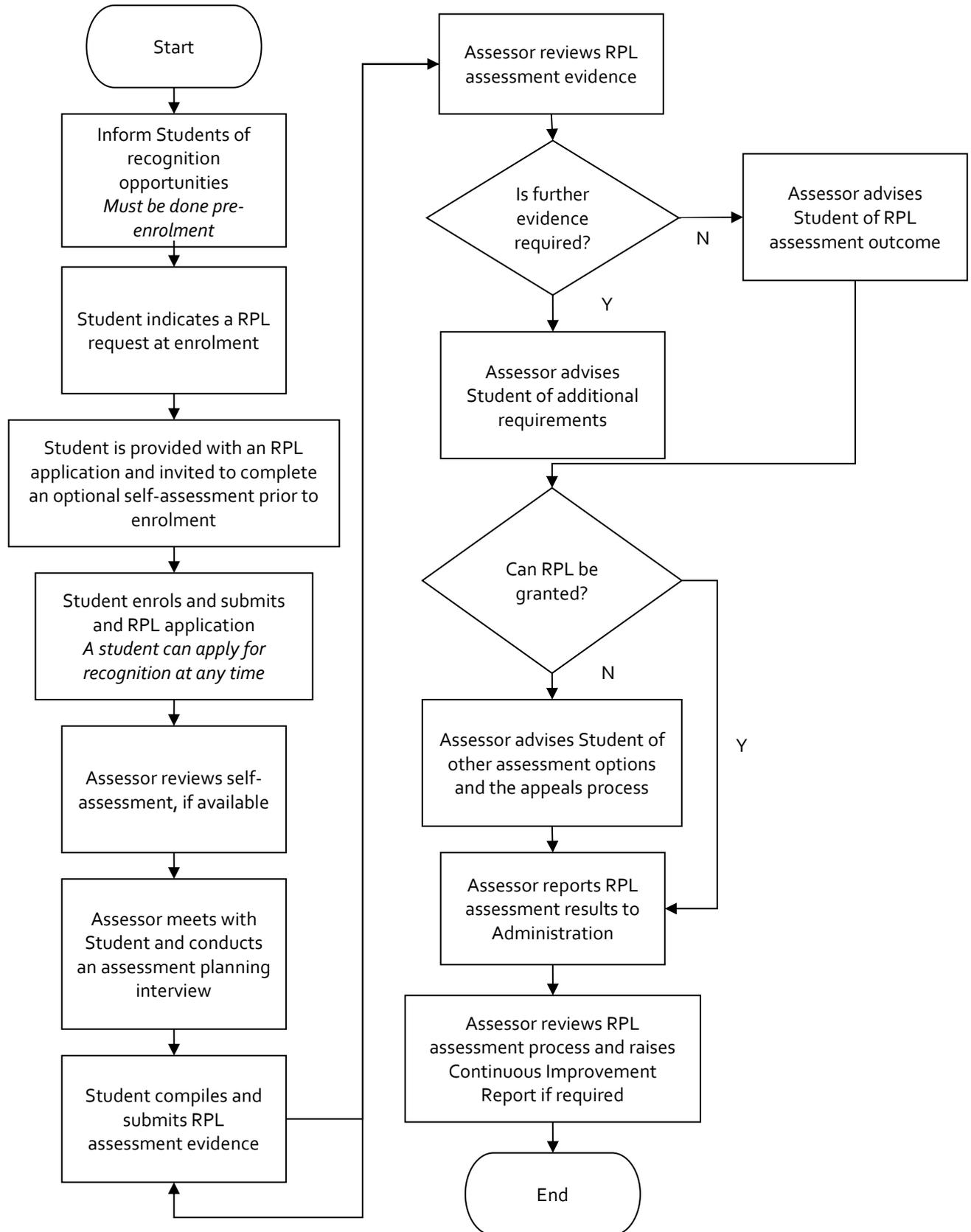
Step 4 Students are to compile their RPL submission (using a RPL Evidence Report). This form allows Students to record their particular documentary evidence against each unit of competency and to attach this evidence as required.

Step 5 The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the Student to undertake a RPL interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the Student with written feedback regarding the assessment outcomes, including the procedure for the Student to appeal the assessment outcome.

Step 6 If the Student is not satisfied with the outcomes of a RPL application, they may appeal the outcome like any other assessment decision. Refer the Student to the appeals process which can be found in the Student Information Booklet or policy and procedure manual.

Step 7 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the RPL register and issue the Student with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through RPL in accordance with EduNex Training Qualifications Issuance Policies and Procedures.

RPL Process (Diagram Below)



What is Credit Transfer (CT)?

Credit Transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations 2015, units of competency issued by any RTO are to be accepted and recognised by all other RTOs. Credit Transfer allows a Student to be issued a unit of competency based on successful completion of the unit which has been previously awarded.

Evidence Requirements

Students seeking Credit Transfer are required to present their Verification of Qualification Permission Form, original or certified Statement of Attainment or Qualification with a Record of Results, or USI Transcript for examination to EduNex Training.

These documents will provide the detail of what units of competence have been previously issued by another RTO. Statements of Attainment or Qualifications should be in the correct format as outlined in the Australian Qualifications Framework (AQF).

Credit Transfer Guidelines

The following guidelines are to be followed in relation to Credit Transfer:

- Any Student is entitled to apply for Credit Transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for Credit Transfer for units of competence or qualification which are not included in EduNex Training Scope of Registration.
- 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 and guide the Student down a more efficient path to competence.
- The Student does not incur any fees for Credit Transfer and EduNex Training does not receive any funding when Credit Transfer is granted.
- Credit Transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for Credit Transfer and applicants will be advised to seek RPL.