

PP012 RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER POLICY

Purpose:

This policy & procedure supports Quality Service Skills to meet relevant legislative and contractual requirements including:

- The VET Quality Framework (ASQA Standards for Registration 2015)
 - Standard 1: Clause 1.12 Conduct Effective Assessment
 - Standard 3: Clause 3.5 Provide Credit for Prior Studies
- Relevant State Training Authorities for Government Funding (if applicable)

Scope:

All management, staff, future and current students of Quality Service Skills.

RPL Procedure:

Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences.

All prospective and enrolling individuals must be informed of the opportunity to apply for RPL. Learners wishing to apply for RPL should speak to their Trainer/Assessor at the time of enrolment. The Enrolment Form for each training product at QSS includes a section asking the learner if they wish to apply for RPL (or Credit Transfer).

RPL is awarded for a total unit of competency (no partial RPL of a unit can be awarded)

Fees: There is a charge for RPL. As each application is individual and circumstances vary, this will be on a prior agreement basis between the learner and QSS.

The steps to apply for RPL

- If a learner wishes to apply for RPL they will be given an RPL Guide.
- The RPL Guide includes:
 1. Detailed information regarding what RPL is, including Assessment, Competence and Evidence
 2. The steps to apply
 3. FAQ's relating to the process
 4. Expression of Interest Form
- As many learners are unaware of the time, effort and evidence gathering that they will need to undertake to demonstrate their competence via Prior Learning; it is very important they read and understand the requirements, and are informed of the costs to do so, BEFORE completing the Kit.
- When a learner does decide to complete the 'RPL Expression of Interest Form' with the required information they will email or post to QSS for processing. The learner will be contacted within 24 hours to organise the first face-to-face meeting.
- The 'RPL Expression of Interest form' will specify the units the learner wishes to apply for RPL, as well as a basic overview of employment, qualification and skills.
- QSS will organise a face-to-face meeting to discuss the evidence requirements, and complete a series of verbal questions to determine the learners full experience. There is no charge to this point. If the learner wishes to proceed, a quote will be provided to complete the RPL process.

- If the quote is accepted, QSS will provide the learner with the individual Unit of Competency Forms as per their expression of interest form. These can be posted or emailed to the learner, or delivered in person.
- The learner commences gathering their evidence. Learner completes an Enrolment Form.
- A 1st Draft Portfolio submitted to QSS within agreed timeframes. Invoice must be paid by this stage. Face-to-face interview conducted. Any Gaps identified and discussed. Any Gap training (if needed) agreed upon. Any additional evidence (if needed) agreed upon.
- Completed Portfolio submitted. The above Step may be repeated, and/or further steps discussed.
- This RPL application and evidence is to be assessed by an Assessor and the learner is to be notified of the outcome.
- Statement of Attainment Awarded if all evidence provided (after invoice paid)

Assessment process

The RTO is required to ensure that all RPL assessment undertaken is completed and recorded appropriately. The following is to occur in the assessment of an RPL.

- On receipt of the self-assessment and relevant documentation from the learner, the evidence will be assessed against the competency standards for the units being applied for
- Assessors in making an assessment will consider the following:
 - relevance and nature of evidence provided by the applicant
 - scope of subject matter covered by the evidence
 - whether the evidence is sufficient to enable a judgement of competent to be made in regard to the unit
- Where evidence and documentation require additional information or clarification, this will be discussed with the learner via a phone call or via a scheduled meeting
- All original documents such as certificates, workplace reports, etc., should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.
- Where RPL is 'Granted' this information will be communicated in writing to the learner within 10 business days of completion of the assessment, and the qualification / statement of attainment will then be issued.
- Where RPL is 'Not Granted' learners will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the learner is to include a reason for refusal (where applicable).
- In all cases, a copy of the RPL documentation and outcome will be kept in the learner's file.

Appeals

Where the outcome of an RPL is not granted and the learner disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions, the learner may appeal by using the methods outlined in the 'Appeals and Complaints Policy and Procedure.' This policy and procedure can be gained from Student Administration.

The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

MUTUAL RECOGNITION (Credit Transfer)

Credit transfer involves assessing a previously completed course or unit of competency to ascertain if it provides equivalent outcomes to those specified in the current Training Package. If the learner has a Statement of Attainment from an RTO for the exact same unit then credit is automatic. The copy of the original document will be verified with the issuing RTO, and a copy retained by QSS.

There is no cost for Credit Transfer.

Qualification on Scope

Credit transfer can only be offered where Quality Service Skills has the unit/s of competency on our Scope of Registration. A copy of the CT Application Form and SOA must be provided to Student Administration immediately so that Data Admin can enter the CT result in the Student Management System before any alternate result is entered.

Please refer the applicant to the Student Handbook which clearly states:

- All applications for CT must be received prior to commencing the Unit of Competency, and preferably prior to commencing the course or qualification
- If Statements of Attainment are not supplied, Credit Transfer cannot be awarded

QSS will recognise qualifications and Statements of Attainment awarded by Registered Training Organisations throughout Australia. Quality Service Skills does not award partial completion of a unit via mutual recognition.

Standard 3.5 of the ASQA Standards for Registration 2015 state that QSS is under no obligation to issue QSS Certification that would be entirely comprised of Units of Competency completed at another RTO or RTO's.

Process

- If a student wishes to apply for CT they must complete the 'CT Application' section of the Enrolment Form with the required original or certified copy of their Statement of Attainment.
- The 'CT Application' will specify the unit/s the students wish to apply for CT.
- Once the CT application is completed, they are required to submit this with associated evidence to their trainer or reception at ICP. This CT application and evidence is to be assessed by an Assessor and the student is to be notified of the outcome.
- If there is any doubt as to the Authentication of the Statement that is supplied; the trainer and/or QSS Admin may use the "Qualification Verification Privacy Form" (with student consent) to contact the issuing RTO to confirm the authenticity of the document.
- The training plan for the student is to be updated to reflect the CT outcome.
- The result of CT is recorded in our Student Management System, and reported appropriately as part of QSS' AVETMISS Reporting.

Currency of Qualification

If the statement of attainment or testamur/diploma is older than the current Training Package / accredited course, the applicant will have the option of applying for RPL. The applicant will be required to map the old unit codes against the new codes. There will be a cost for this process.

In this instance, the learner would meet with the Trainer/Assessor and receive a copy of the latest relevant units to map against. If the evidence is incomplete or not compliant the applicant will be advised by the Trainer/Assessor and therefore GAP Training required.

Related Policies:

- PP002 Complaints and Appeals
- PP004 Enrolment
- PP018 Trainer Qualifications and Experience
- PP019 Pre-Enrolment and Learner Support

End Policy