



## RPL, RCC Policy and Procedure

### 4.8 Recognition of Prior Learning

#### 4.8.1 Policy

Recognition of Prior Learning (RPL) is the process of acknowledging an individual's skills and knowledge acquired through:

- informal training/study
- work experience/employment and/or
- life experiences.

RPL focuses on the learning outcomes of these experiences, not how, when or where the learning occurred.

Previously acquired skills and knowledge can be identified and assessed against standards set by industry and the Department of Education, Science & Training (DEST).

#### Work/Employment and/or Life Experiences

Applications for RPL based on work/employment and/or life experiences may be supported by the following evidence:

- Copies of statements or articles pertaining to employment or community work;
- Outlines of any informal training programs that may have been undertaken;
- Relevant work samples, such as completed work products;
- references, position descriptions, community participation, sporting teams, and/or certificates, testimonials, duty statements, club membership

#### 4.8.2 Principles of RPL

The success of application for RPL is directly dependent on the applicant meeting the following principles:

- Validity
- Authenticity
- Sufficiency
- Currency
- Transferability
- Consistent achievement of the specified standard.

The principles of **Validity** and **Sufficiency** apply as they do in the case of other types of assessment; i.e. the evidence provided must apply to the wide range of knowledge and skills and the practical application (where necessary).

#### Authenticity

The Assessor may have to verify that any work sample submitted as evidence is, in fact, the applicant's own work. Observation or practical demonstration on the job may be necessary.

#### Currency

In the case of qualifications obtained some years previously, the applicant may be required to demonstrate relevant skills and knowledge. Observation or practical demonstration on the job may be necessary.

### **Transferability**

The applicant may be required to demonstrate ability to transfer skills and knowledge for which RPL is being applied, in varied and different situations. Observation or practical demonstration on the job may be necessary.

### **Learning Outcomes/Performance Criteria**

Applicants may be required to:

- perform certain tasks to a specified, measurable level of competency, standard and efficiency within a given timeframe,
- and/or
- display specific knowledge at the required level according to the learning outcomes/performance criteria for the units they are seeking recognition of prior learning.

In cases where the **Trainer** is satisfied with the evidence supplied, the trainee/student will be granted 'credit' for the specified unit/ RPL will not be granted for part of a unit.

All trainee/students are to be made aware of this RPL policy prior to enrolment.

During induction all trainee/students are to be advised of the procedures for applying for RPL.

Applications for RPL are to be made on the appropriate form ACRT 07 Recognition of Prior Learning or ACRT 88 Application for Prior Learning and submitted to the **Trainer** together with all relevant supporting information.

#### **4.8.3 Procedure**

The trainee/student completes the RPL Application Form (ACRT 07) or ACRT 88 Application for Prior Learning

- The **Training Team Leader** will assign a **Trainer** to assess the RPL application.
- The **Trainer** will assess each application and a decision will be made whether RPL can be granted. The **Trainer** will consult with the **Training Team Leader** if assistance is needed.
- If the **Trainer** cannot reach a decision the applicant may be required to provide more information (e.g. more details, verification of experience, referees)
- The applicant may be invited to attend an interview with an RPL assessor and/or course expert and may be accompanied by their employer or other non-legal third party.
- The applicant may be invited to undertake a 'challenge' assessment.
- An initial assessment and/or a request for further information will be made within 21 days of the receipt of the application.
- All applicants will be advised of the outcome of their application and will be given the necessary information identifying the competencies they need to complete for their qualification.
- An applicant may appeal in writing in accordance with the Assessment – Review and Appeals procedure against a decision not to grant RPL.
- All RPL documentation is forwarded to the **Finance & Administration** for storage in the trainee/student's Master File, regardless of the outcome of the application.

#### **4.9 Recognition of Current Competence**

##### **Definition**

Recognition of current competency applies if a client has previously successfully completed the requirements for a unit of competency or module and is now required (for example, by a licensing authority) to be reassessed to ensure that the competence is being maintained.

In this case no extra skill or competencies are nationally recognised. An unsuccessful recognition of current competency assessment does not invalidate the previous competent assessment outcome.

The trainee/student completes the RCC Application Form (ACRT 07) to initiate the assessment of current ability to perform the requirements of the relevant licence:

- The **Training Team Leader** will assign a **Trainer** to assess the RCC application.
- The Trainer will assess each application and a decision will be made whether RCC can be granted. The **Trainer** will consult with the **Training Team Leader** if assistance is needed.
- If the **Trainer** cannot reach a decision the applicant may be required to provide more information (e.g. more details, demonstration of skills, licensing requirements)
- The applicant may be invited to attend an interview with an RCC assessor and/or licensing expert and may be accompanied by their employer or other non-legal third party.
- The applicant may be invited to undertake a 'challenge' assessment or demonstration of competency.
- An initial assessment and/or a request for further information will be made within 21 days of the receipt of the application.
- All applicants will be advised of the outcome of their application and will be given the necessary information identifying the competencies they need to complete for their licensing requirements.
- An applicant may appeal in writing in accordance with the Assessment – Review and Appeals procedure against a decision not to grant RCC.
- All RCC documentation is forwarded to the **Finance & Administration** for storage in the trainee/student's Master File, regardless of the outcome of the application.

#### **4.10 Credit Transfer - Recognition of qualifications issued by other RTOs**

##### **4.10.1 Policy**

###### **National recognition**

National recognition (previously referred to as mutual recognition) means that a student automatically has credit for units of competency that they have completed at any other registered training organisation in Australia. A statement of attainment from another registered training organisation that contributes to a qualification is reported as a form of credit transfer.

###### **Credit transfer**

Credit transfer involves assessing a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within the student's current course of study. It is used when seeking credit for a course or subject already completed.

- All AQF qualifications and statements of attainment issued by other registered training organisations will be fully recognised by Australian Combined Resources trading as Skill Up Australia.
- Advice will be provided regarding the recognition of AQF qualifications and statements of attainment issued by other registered training organisations to staff at induction (ACRT 02 Training Induction Information) and trainees/students at information sessions prior to enrolment (ACRT 28 Trainee Handbook)

##### **4.10.2 Procedure**

- The **Training Team Leaders** are to ensure that all trainee/student information and marketing material contains advice that AQF qualifications and statements of attainment issued by other registered training organisations will be recognised.

- The **Training Team Leaders** are to ensure that the staff induction folder includes appropriate references and reinforces this policy during staff orientation/induction sessions.
- Trainee/students seeking recognition for AQF qualifications and/or statements of attainment awarded by another recognised training organisation must present the original documents for copying or appropriately verified copies of original documents. The copies are to be kept on the individual trainee/student's file.
- The **Training Team Leaders** are to assign a **Trainer** to assess an application for Credit Transfer learning.
- The Trainer is to validate the AQF qualification and/or statement of attainment presented for recognition by contacting the issuing registered training organisation.
- Verified copies of AQF qualifications and statements of attainment to be recognised are to be forwarded to the **Finance & Administration Unit**.
- The Trainer is to update the Training Plan to show the unit/s of competency for which credit of transfer has been granted.
- The Finance & Administration is to place copies on the trainee/student Master File and update the trainee/student record on the ICARE database.
- Non-verified claims for credit transfer are to be recorded on the individual trainee/student's file, together with details of any requests for further information and/or counselling undertaken.
- An applicant may appeal in writing in accordance with the **Assessment – Review and Appeals** procedure against a decision not to grant credit transfer.

### **What are the other forms of skills recognition?**

Registered training organisations may be involved in the practical assessment processes for skills recognition (particularly for trade recognition) as applicants may be referred to them for testing.

Applicants may also contact training organisations directly to enquire about getting their skills or qualifications recognised. It is important to be aware of the distinctions between the different processes and be able to advise people about the best contact points for their particular skills recognition needs.

### **Trade recognition**

Trade recognition is generally applied to apprenticeship occupations, where the applicant has skills and significant work experience in the area. It is usually sought by people who:

- have years of experience (the requirements vary from state to state but the minimum is four years)
- need certification to supervise an apprentice
- want to gain a licence or a promotion
- are undertaking further study.

The eligibility prerequisites, costs, and in some cases the trades recognised, vary from state to state.