

POLICY & PROCEDURAL STATEMENTS

Topic: RTO-Recognition of Prior Learning (RPL)

Policy: Avenue Neighbourhood House @ Eley (ANH@E) will recognise AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs) in line with the requirements of the Australian Qualifications Framework (AQF) for mutual recognition.

Definitions:

National Recognition: Recognition by an RTO of the AQF qualifications and Statements of Attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and Statements of Attainment issued to any person.

Recognition of Prior Learning (RPL): RPL is an assessment process that assesses a student's non-formal and informal learning to determine the extent to which that student has achieved the required learning or competency outcomes. Through the RPL process a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. This recognition is available to all individuals enrolling in any nationally recognised course.

Credit transfer (CT): is the granting of credit to a student for units of competency/modules that have been satisfactorily completed and which certification has been awarded to the student in line with the requirements of the AQF. Credit Transfer will also be granted where the student has previously completed a unit of competency/module that is recognised by the training package for the course they are enrolled in as being equivalent to the unit of competency/module they have been successfully awarded.

Approved Foundation Skills provider: where an RTO have been approved by the Department of Education (Skills Victoria) to deliver government subsidised training in courses/qualifications on the Foundation Skills List.

Code of Practice:

For National Recognition and Credit Transfer ANH@E will:

- Discuss with potential students at the pre-enrolment interview the possibility of claiming National Recognition and Credit Transfer if they have relevant qualifications from previous enrolments with ANH@E or from other RTOs.
- Request the prospective student to bring in their original qualification Certificate or Statement of Attainment for sighting purposes and for the student to complete a National Recognition Credit Transfer application form specifying the units of the competency/modules for which they would like to receive credit transfer/national recognition.

- Will verify the Certificate and/or Statement of Attainment for authenticity. The RTO listed on the Certificate or Statement of Attainment will be checked on www.training.gov.au and verified to ensure the issuing organisation is an RTO. ANH@E will contact the issuing RTO to verify that the Certificate or Statement of Attainment is authentic. The RTO will be asked to verify the certificate number or statement of attainment number and ensure that the number was allocated to the student who has presented the certificate or statement of attainment. ANH@E will record the details of the conversation including the time and date of the telephone call and the name of RTO representative on the Credit Transfer/National Recognition application form. After conducting the above checks ANH@E will recognise the Certificate and/or Statement of Attainment if the checks prove satisfactory. There is no requirement for further assessment.
- Assess the equivalence of previous units of competency/certification. Where the student provides original and/or certified evidence that they have completed a unit of competency, but either the unit/module code or title differ from the required unit/module for the course they are enrolled in, the Further Education Coordinator and RTO Compliance Coordinator will investigate whether the unit/module is equivalent according to the current relevant training package or accredited course. Where equivalence is determined the student will not be required to undertake further training and assessment, a credit transfer result will be recorded in their student file. Where a gap is found between the unit of competency/module attained and the one required for the current course, an RPL process will be undertaken to investigate whether further evidence would be sufficient to support the claim of competence.
- Upon enrolment and once National Recognition and/or Credit Transfer has been granted the Further Education Coordinator will sign off on the National Recognition Credit Transfer Form and the RTO Compliance Coordinator will enter the information into the Student Management System, before filing the application in the student file.

In addition to the above:

- Staff members assessing for National Recognition and Credit Transfer must hold a current Certificate IV in Training and Assessment as prescribed by the current AQTF Essential Conditions and Standards for Continuing Registration.
- If the original Certificate or Statement of Attainment is not available, a copy provided by the individual must be **certified** by an authorised person. If the original Certificate or Statement of Attainment is available, a copy of the original will be taken and the original will be returned to the student. In the case of a certified copy, ANH@E will keep the certified copy.
- A student must be enrolled in the applicable course and have paid the course fees for National Recognition and/or Credit Transfer to be processed.
- In cases where National Recognition and/or Credit Transfer is not approved, ANH@E will advise the student of the outcome of the application, including the applicant's right to appeal.
- Where National Recognition and/or Credit Transfer is granted, the student will be provided with a written record of the course credit, which must be accepted by the student by signing. The record will be placed on the student file.
- All associated documentation including a copy of the verified/certified Certificate or Statement of Attainment will be filed in the student's file.

- The Student Management System VETtrak will be updated to reflect the granting of national recognition (on VETtrak national recognition is recorded in the results field as Credit Transfer).
- There are no fees associated with the Credit Transfer or National Recognition process.

ANH@E is an approved Foundation Skills Provider. As a Registered Training Organisation ANH@E delivers courses that are foundation level and RPL is generally not applicable for this course level. Should our scope of registration be expanded to include non-foundation level skills courses, RPL kits will be developed for those courses.

In instances where Recognition of Prior Learning may be applicable, ANH@E will:

- Inform the prospective student of the RPL process including fees.
- Meet with the prospective student if they wish to continue the RPL process to complete the RPL application form. At this meeting the Further Education Coordinator will determine in consultation with the student the skills and knowledge that they are able to demonstrate against the learning outcomes or performance criteria of the course or qualification for which they are seeking entry.
- Arrange for the RPL application to be assessed and determine what further evidence is needed to support the RPL assessment claim of competence and/or where gaps in knowledge and skills exist.
- Advise the applicant of the outcome of the RPL application including the applicant's right to appeal and will seek their direction as to further actions.
- Arrange for the student to complete the additional requirements or gap training where appropriate (this will only commence upon completion of the RPL assessment process and enrolment in the course).

In addition to the above:

- To assess an RPL application the trainer/assessor must hold a current Certificate IV in Training and Assessment as prescribed by the current AQTF Essential Conditions and Standards for Continuing Registration as well as relevant industry experience and if required can be sourced via the Neighbourhood House network.
- In the event that RPL is granted, the student will be advised about the outcome of their application in writing and all evidence will be stored in the students file and the student management database will be updated to reflect the RPL decision (on VETtrak a successful RPL outcome is recorded in the results field as Competent).
- In the event that RPL is not granted, the student will be advised of the outcome in writing along with information about the process to appeal the decision. The student will then have the opportunity to lodge an appeal if they feel their application was unfairly judged. If the student wishes to appeal the RPL decision then the ANH@E *Complaint and Appeals* procedure applies from this point on.
- All RPL documentation including assessment outcome, notes from meetings and supporting documentation will be stored in the student's file.

Fees

- There are no fees associated with the Credit Transfer or the National Recognition process. (refer to *Fees and Charges* policy). As a Registered Training Organisation ANH@E delivers courses that are foundation level and RPL is generally not applicable for this course level. RPL Fee is on application (refer to *Fees and Charges* policy).

- *Reissuing AQF Qualification and Statement of Attainment* occurs in the instance of certificates being lost or damaged, The student is required to pay the administration fee of \$30 (plus postage if required) for the reissue of a lost Qualification Certificate or Statement of Attainment (*refer to Issuing Qualifications and Statements of Attainment* policy).

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