POLICY NAME	Recognition of Prior Learning and Credit Transfer Policy		POLICY NO.	2024.9
EFFECTIVE DATE	31/01/2024	DATE OF LAST REVISION	31/01/2024	VERSION NO.	1

ADMINISTRATOR RESPONSIBLE	Sarah Burnett	CONTACT INFORMATION	admin@aota.com.au

APPLIES TO Apply group names to define applicable areas of staff.

GROUP 1	Trainers and Assessors	GROUP 2	Administration Staff	GROUP 3	Directors and Managers
GROUP 4	Students	GROUP 5		GROUP 6	

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Sarah Burnett		Initial publication	Sarah Burnett

APPROVAL AND REVIEW

ADDITIONAL NOTES

SCOPE

This Recognition of Prior Learning Policy applies to:

• Staff members: who are employed by AHRT (i.e. full time, part time and casual employees) and who work at or with AHRT in a voluntary capacity,

• Current students ;

• Affiliates: Contractors (including Teachers, Trainers and Assessors), Agents, Consultants or any other persons who participate in social media and who may be identified as having an association with AHRT

POLICY STATEMENT

The purpose of the Recognition of Prior Learning (RPL) and Credit Transfers Policy and Procedure for AHRT is to ensure that AHRT accepts and provides credit and recognition to participants for units of competency. Credit transfer applies where units of competency are evidenced by other RTOs or by authenticated VET Transcript, issued by the registrar to meet the Standards for Registered Training Organisations (RTOs) 2015 and training package requirements.

AHRT's approach to the granting competency through RPL will not unfairly advantage or disadvantage any prospective or current student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing that the learning is current and relevant to the unit/s of competency applicable. These learning experiences include the students relevant formal, informal and non-formal learning, (refer to the definitions section of this policy).

Assessment methods provide a range of ways for students to demonstrate that they have met the required outcomes and can be granted RPL. Evidence may include but is not limited to:
  • documentary evidence (third party reports, work samples, reports), questioning (oral or written), observation of performance or participation in structured assessment activities or simulations.
When assessing an application, the assessor must evaluate the evidence and ensure the rules of evidence and principles of assessment are adhered to.

RPL submissions will be reviewed on a case-by-case basis in a timely manner.

RPL can be sought for an entire qualification at one time or unit by unit. There is no limit to the number of units of competency that RPL may be applied for in relation to a course.

The granting of RPL may have an impact on the structure and duration of the course. No two students are the same and each student may need to discuss their individual circumstances and needs with their assessor.

RPL is a form of assessment, therefore there is no variation to the course cost if RPL is applied for, granted, or not granted.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
AHRT	All High Risk Training Pty Ltd

RPL	Recognised Prior Learning 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.
Learner/Student	An individual who is enrolled in one of AHRT's training products.
Contractor	A person or company contracted by AHRT to conduct training and or assessment of national accredited programs.
Unit of Competency	Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.
Course	The details of the training package being delivered
Training and Assessment Strategy	The training and assessment strategy comprises critiAHRT information, as it describes how an RTO will deliver and assess the training product for their learner cohort

POLICY SECTIONS

Policy Principles

AHRT is committed to providing opportunities for learners to have their prior learning and experience recognised. Recognition of Prior Learning (RPL) is a process that enables individuals to gain credit for skills and knowledge they have acquired through prior learning, work experience, or formal study. The policy statement outlines the procedures and requirements for RPL at AHRT.

RPL is available for learners who wish to gain credit for learning they have already undertaken. This may include formal qualifications, work experience, or other life experiences that have contributed to their knowledge and skills. The RPL process ensures that the assessment of prior learning is rigorous, fair, and transparent.

AHRT recognises that learners may have previously completed studies or gained qualifications that are relevant to their current course of study. The Credit Transfer (CT) process enables learners to receive recognition for this prior learning by transferring credits towards their current course of study at AHRT.

The following principles underpin the Recognition of Prior Learning and Credit Transfer policy at AHRT:
- Fairness and transparency: The RPL process is transparent, fair, and equitable to all learners.
- Quality assurance: The RPL process is subject to the same quality assurance processes as all other assessment methods.
- Authenticity: The RPL process assesses the learner's actual knowledge and skills, rather than their ability to recall information from a course.
- Flexibility: The RPL process is flexible and allows for a range of evidence to be submitted.
- Access and equity: The RPL process is accessible to all learners, including those with disabilities or from diverse cultural backgrounds.

AHRT offers RPL assessment and Credit Transfer (CT) opportunities to all learners during their enrolment and is recorded in their written agreements. AHRT ensures that decisions about granting RPL and CT's take into account the learners' likelihood of successfully achieving qualification outcomes, and ensures that the integrity of the qualification result is maintained.

Prior to granting any RPL or CT's any specific regulatory requirements for the relevant unit/s of competency must be examined to ensure that all requirements are met.

Procedure for RPL

ACTION	RESPONSIBILITY	GUIDANCE
Develop and maintain assessment recognition tools	Trainer	• During the quality planning phase for the delivery of new or updated qualifications, assessment plans are developed to document how the requirements of each Unit of Competency shall be assessed • Assessment tools are developed and maintained throughout the period the qualification is on the AHRT's scope • Assessment tool templates are available to assist with the process • Copies of the populated RPL template and assessor guide are maintained in accordance with AHRT's Assessment Policy under the relevant unit/course.

Make students aware of RPL application process	CEO/Administration Manager	• Students are informed of their right to apply for recognition of prior learning via:
		  – Course guides
		  – Information and enrolment sessions
		  – AHRT website
		• Students making an application for a course can notify AHRT of their interest in applying for recognition of prior learning.
		• Nominates course level RPL liaison person for recognition of prior learning applications so that students have an initial single point of contact.

ACTION	RESPONSIBILITY	GUIDANCE
Conduct Initial interview	CEO/Administration Manager	- Course RPL Liaison conducts interview to explain the advanced standing policy and process and to explain appropriate types of evidence and provide the student with an application form. - A self-assessment form and process overview may also be provided at this time. - If the student decides to proceed with the recognition process a trainer (or trainers) is nominated to conduct the assessment. - Nominated trainers must be qualified as both vocationally competent and hold a current training and assessment qualification as specified in Schedule 1 of the Standards for Registered Training Organisations (RTOs).
Assess formal, informal and work / life experience	Trainer	- Work / life experiences and incomplete or previous qualifications and informal training are assessed for recognition using the assessment tools developed for the unit of competency. - Evidence must be based on more than one form of assessment tool/method: - Observation / practical demonstration - Oral questioning - Evidence portfolio - Third party report (supplementary evidence as part of evidence portfolio only) - The outcome is decided by the trainer, if required with the decision moderated with other qualified staff, and the result is recorded and the assessment outcomes are recorded on the assessment paperwork
Establish Currency	Training and Assessment Manager	Where currency of skills is subject to dispute, or the assessment is based on non-recent experiences or credentials, the Training and Assessment Manager shall review the assessment.
Assess RPL application	**Trainer**	- Work / life experiences and incomplete or informal qualifications are assessed for recognition using the assessment tools developed for the unit of competency. - Evidence must be based on more than one form of assessment evidence from: - Observation / practical demonstration - Oral questioning - Evidence portfolio (including third party report) - Case study - The RPL outcome is decided by a qualified assessor and the result is recorded and the assessment outcomes are recorded on the assessment tool.

ACTION	RESPONSIBILITY	GUIDANCE
Record RPL Assessment	**Trainer**	• On completion of the assessment result, the RPL form is to be updated to reflect the unit outcomes. This updated form must be forwarded to administration for resulting and completion.
Process RPL Outcome in eCentral	**Administration**	• All recognition of prior learning outcomes are processed on aXcelerate
Advise student of outcome	**Administration Manager**	• The Administration Manager is responsible for informing the student in writing (letter or email) of the outcome of the RPL application and their right to appeal an unsuccessful outcome. • If a student is unsuccessful in their recognition of prior learning assessment they are advised of the right to undertake the unit of competency via full enrolment or to appeal the outcome.
Process an assessment grievance	**CEO**	• Students have the right to raise an assessment grievance if they feel that the assessment result or process is unfair or invalid. • An appeal must be raised within ten days of notification of the assessment decision.

Credit Transfer

Credit Transfer seeks to match the learning outcomes of previous completed training programs and qualifications that are recognised within the Australian Qualifications Framework (AQF) for which students are seeking recognition. Trainers and/or Assessors will then assess these learning outcomes that were previously achieved by the student's formal education and training process.

Evidence requirements

Students applying for credit transfer must complete a Credit Transfer Application Form during the enrolment process. Students are required to present his or her statement of attainment or qualification transcript for examination by a AHRT Trainer and/or Assessor. This evidence will provide the detail of what units of competency are eligible to be issued with a credit transfer outcome. Students must provide

satisfactory evidence that the statement of attainment or qualification transcript is theirs and has been issued by an Australian RTO. Statements of attainment or qualifications transcripts should be in the correct format as outlined in the Australian Qualifications Framework, 2nd edition, 2013. The student is required to submit copies only which are certified as a true copies of the original by a Justice of the Peace (or equivalent).

When unit codes and unit titles are different

If national recognition is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register www.training.gov.au.

Trainers and/or Assessors will obtain this information and validate claims of equivalence. Trainers and/or Assessors staff should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as "Not equivalent" or "Is superseded by and is equivalent to". In some cases there will appear to be no direction and this may be because the unit is new and has no previous version of the unit. In some cases it will say words to the effect: "Is superseded by:" without any clarification about the equivalence status.

In these cases the new unit should be considered as not equivalent. If in doubt, Trainers and/or Assessors are to seek the advice of the RTO Manager or the related industry skills council. If there is no such mapping available of the unit, it is deemed not equivalent then we are not to recognise the unit through national recognition. In these circumstances, the student should be referred to apply for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons by the RTO are not valid.

Recognition Guidelines

The following guidelines are to be followed when an application for credit transfer is received:
- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competency or qualification which are not included in our scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program or qualification. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition and we do not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Students may not enrol only for national recognition.
- The recognition of a unit of competency under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.

Credit Transfer Procedure

The following procedure is to be applied by AHRT upon receipt of an application for credit transfer:

Step 1 We will provide sufficient information to candidates to inform them of opportunities for alternative pathways via credit transfer and the credit transfer policy. Ideally, this information should be provided to candidates prior to enrolment.

Step 2 To apply for credit transfer, the applicant must complete and submit the following documentation to AHRT:
- Credit transfer Application Form;
- Certified copy of the qualification or statement of attainment; and
- Enrolment application for the training program applicable to the units of competency for which credit transfer is requested.

Step 3 On receipt of the application, we will check the qualification or statement of attainment for authenticity by contacting them directly and seek authenication and grant credit transfer for the equivalent units of competency that have been completed at any other Registered Training Organisation.

Step 4 Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of the Accredited course document mapping guide if available.

Step 5 Verified copies of qualifications and statements of attainment used as the basis for granting credit transfer must be kept on the learner file.

Step 6 The completed credit transfer application form must be signed by the learner and AHRT Administration Manager (or delegate) and retained on the learner's file at AHRT.

Step 7 Learners will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through credit transfer in accordance with our Certification policies and procedure.

Policy Complaints and Enquiries

If you have any queries or complaints about our Enrolment Policy please contact us at:

613 Princes Highway, RUSSELL VALE NSW 2517

admin@aota.com.au

024 06 8378

EXCEPTIONS

Describe exceptions here.

RELATED POLICIES AND OTHER REFERENCES

National Vocational Education and Training Regulator Act 2011
https://www.legislation.gov.au/C2011A00012/2021-09-01/text

Standards for RTO's 2015 https://www.asqa.gov.au/rtos/users-guide-standards-rtos-2015
Professional Development Policy

Application for RPL

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
CEO	Authoring and updating
CFO	Publishing on the internet
Administration Manager	Ensuring all personnel are informed

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
CEO	Sarah Burnett	42068378	admin@aota.com.au
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