

Scope

This policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised.

Purpose

To provide enquirers the opportunity to have recognised their prior learning within the (QTHC) scope of registration, subject to the fees and charges outlined in this policy.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge obtained by the learner through previous training, work experience and or life experience which clearly identifies that the applicant has achieved the level of competency required.

RPL is used to determine the advanced standing, within a training program, that the learner may be awarded as a result of their experience.

For a candidate to receive more than 50% RPL for any given Vocation, the RPL application must be assessed and approved by the Managing Director.

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 student has a verified statement of attainment from an RTO for the exact same unit then credit is automatic. The original document must be sighted by the Assessor / Trainer and a copy provided for the student file.

National Recognition

QTHC will when presented with qualifications and / or statements of attainment of qualifications or part thereof, completed at other Registered Training Organisations (RTO's), recognise that these are part of the Australian Qualification Framework and as such, will ensure these form part of the clients' pathway to the qualification they are seeking to undertake.

Refer to the National Recognition Policy.

Overview

Only accredited assessors will conduct RPL assessments on behalf of QTHC with assessments to comply with the requirements detailed in the curriculum and training product documentation.

The assessment process shall provide for the recognition of prior learning and facilitate the progression of a client through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and / or provide credit towards the qualification. Credit given may reduce the time required for a client to achieve the qualification.

Guidelines for the RPL Process

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, or where National Recognition may apply.

Students wishing to apply for RPL should speak to the Sales Consultant at the time of 'enrolment'. The Sales Consultant will then identify what RPL may be granted as part of the Qualification Unit Selection process.

At the initial training visit or training session, the nominated Trainer / Mentor will then provide the student with the relevant application form and an RPL Kit containing all of the relevant documentation and instructions to complete the RPL application.

If the student has a prior Qualification or a Statement of Attainment issued under the Australian Qualifications Framework from any Registered Training Organisation throughout Australia, QTHC will recognise the AQF qualification and Statement of Attainment issued by the other RTO as long as the findings are consistent with the National Recognition Policy.

Document: NovaCore CMS\SRTO 2015\PolicyRecognition of Prior Learning Policy	Approved By: RTOADM	Next Review Date: 23-02-2019
Version: 1.7	Approved Date: 23-02-2018	Page 1 of 3

Assessment Processes

The assessment process will:

- Cover the broad range of skills and knowledge needed to demonstrate competency
- Integrate knowledge and skills with their practical application to assess competency
- Perform judgments to determine an individual's competency
- Be monitored and reviewed to ensure that there is consistency in the interpretation of evidence
- Cover both on and off the job components of training
- Provide for the recognition of competencies no matter how, where or when they have been acquired
- Be accessible to individuals so that they can proceed readily from one competency standard to another
- Be equitable to all groups and individuals
- Ensure that criteria for judging performance will be made clear to all individuals seeking assessment
- Be participatory – the process of assessment should be jointly developed and agreed between the assessor and the candidate
- Perform a referee check to confirm the authenticity of evidence
- Allow individuals to challenge assessments and provision will be made for reassessment in accordance with the Complaints and Appeals Policy.

A person must be assessed for RPL before he/she begins that part of the course for which he/she is proposing to apply for RPL.

The assessor will base a judgment for granting RPL on the evidence provided by the applicant in their demonstration of the appropriate skills or a practical demonstration.

RPL is assessed against the units of competency in a program based on the completion of a minimum of three of the following:

- Review of evidence from relevant Accredited Qualifications or Non Accredited training
- Third Party Report
- Verbal Assessment
- Observation / Demonstration
- Work Sample

Any documents that you provide to support your claim of competency must be the originals rather than copies. Your original documents will be photocopied and handed back to you. It is also expected that any evidence submitted is your own and if the work of others, formally acknowledged.

Regardless of the type of evidence that you submit, Assessors must be confident that the evidence meets the following criteria:

- Meets the requirements of the Unit of Competency(s);
- Meets any Regulatory requirements;
- Is your own evidence and can be authenticated;
- That you can perform the competency consistently and reliably;
- Is at the standard expected in industry and set out in the Australian Qualification Framework (AQF);
- Is sufficient to make a judgment about the above.

The RPL application will be processed according to the criteria set out in this policy and will be granted units of competency which form part of a Nationally Recognised Qualification listed on QTHC's scope of registration.

Students who disagree with their RPL outcome or believe that the process may not have followed appropriate procedures may appeal the result of an RPL Application by submitting a complaint in writing – refer to the QTHC Complaints and Appeals Policy and Procedure.

Document: NovaCore CMS\SRTO 2015\Policy\Recognition of Prior Learning Policy	Approved By: RTOADM	Next Review Date: 23-02-2019
Version: 1.7	Approved Date: 23-02-2018	Page 2 of 3

Additional Advice for International Students

Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application form where necessary:

- Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE)
- Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed

RPL Fees

The fees for RPL are available upon request.

NB: No Certificates or Statements of Attainment will be issued until all fees are paid.

Document: NovaCore CMS\SRTO 2015\PolicyRecognition of Prior Learning Policy	Approved By: RTOADM	Next Review Date: 23-02-2019
Version: 1.7	Approved Date: 23-02-2018	Page 3 of 3