

# RTO RPL CT Procedure

Version: 1

Issued: 19/06/2017

Doc #: RTOPRO07

Authorised by: RTO Manager



## 1. Purpose

To provide a process whereby participants can seek assessment for Recognition of Prior Learning (RPL) and Credit Transfer (CT).

This procedure aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

## 2. Compliance Referencing

Standards for RTOs 2015; Standard 3

Australian Qualifications Framework Qualifications Pathways Policy

## 3. Procedure

RPL is the formal recognition of knowledge, skills, attitude and expertise from previous work or life experience, for which a participant may receive credit for a course of study. RPL requires a participant to

provide current, quality evidence to support their ability to perform to the relevant national standard.

RPL is about recognising the ability to apply skills and knowledge in the workplace to the required standard, irrespective of how the learning occurred.

Credit Transfer is a process by which participants can have previously completed competencies credited towards a course in which they have enrolled. Participants can seek recognition for a single unit of competence; a cluster of related units of competencies or an entire qualification.

## 4. Application Process

Participants are informed of the RPL and Credit Transfer process through information provided in the pre-enrolment handbook and discussion with their trainer at the Pre-Training Review stage.

### 4.1 Participant Request for RPL or Credit Transfer

Four Wheel Drive Victoria formally recognise all Statement of Attainment and Australian Qualification Framework (AQF)

qualifications issued by other Registered Training Organisations. In this regard, the principal mechanisms for implementing this objective will be through RPL and Credit Transfer.

Participants will be required to apply for their selected course before applying for RPL or Credit Transfer.

During the Pre-Training Review stage, participants can request an RPL or Credit Transfer application from their trainer. They will receive detailed information regarding the process, evidence required and associated costs to enable them to meet the standard required by Four Wheel Drive Victoria.

The application for credit transfer must include verified copies of original documentation, such as qualification testamurs, statement of attainments and certificates. Documentation submitted will be assessed to ensure they meet AQF and Standards for RTOs 2015 for authenticity, completeness and compliance. If authenticity is questionable, the issuing RTO will be contacted for confirmation. Should the unit of competency/ies applied for Credit Transfer not directly match those in the enrolled course, the participant is advised of the RPL process.

## RTO RPL CT Procedure

Version: 1

Issued: 19/06/2017

Doc #: RTOPRO07

Authorised by: RTO Manager



### 4.2 Applicant Self-Assessment

Following the instructions provided within the RPL Application Pack, the participant completes a self-assessment of their knowledge and skills using the template provided.

The onus is on the applicant to provide sufficient evidence to verify their competency and support the application.

The applicant must prepare a portfolio of material or evidence that clearly identifies the applicant's learning, indicating the knowledge and skills acquired. The purpose of the portfolio is to have documentary evidence of the knowledge, skills and experience that an applicant possesses, in order to determine the nature and scope of assessment the application will undergo.

Sources of evidence could include:

- Certificates, reports, testimonials, affidavits, etc.;
- Applicant's own account; and/or
- Observation in the workplace (this could form part of the assessment process).
- Credit Transfer - original documentary evidence must be sighted by the Assessor and certified copies must be attached to the application.

The completed application should include an RPL Application Form (if needed), RPL Application Pack and the portfolio of evidence.

The application should be submitted to their Assessor or the RTO Manager.

### 4.4 Assessment of Evidence

Assessment of an RPL Application will be completed by a qualified Assessor as per the RTO Assessment Procedure.

In assessing for RPL the Assessor will:

▪	Identify what the applicant knows and can do;
▪	Match the applicant's skills, knowledge and experiences to specific qualification standards;

- Assess the applicant's ability against those standards;
- Credit the applicant for their skills, knowledge and experience; and
- Record future learning needs.

The Assessor must be satisfied that the evidence presented and gathered indicates that the participant is

currently competent against the endorsed unit of competency. They must also include reasonable adjustment for literacy levels.

The Assessor will be required to determine the following:

- Authenticity of the evidence;
- Validity, does it directly relate to the relevant endorsed unit of competency;
- Is the participant able to demonstrate consistency in meeting the units of competency;
- Does the participant have current, relevant knowledge;
- Volume of evidence – does it cover the full range of elements in the relevant unit of competency?

### 4.5 Interview

The assessor contacts the applicant to arrange an informal interview (if required) regarding the information provided in the RPL Application. This is flexible, and can occur face-to-face or via

## RTO RPL CT Procedure

Version: 1

Issued: 19/06/2017

Doc #: RTOPRO07

Authorised by: RTO Manager



telephone. The aim of this conversation is for the assessor to validate the evidence you have provided as being true and accurate and to ask any follow up questions they make have.

### 4.6 Feedback to Applicant

At the completion of the assessment process, the Assessor will advise the participant of the outcome of the assessment. Where RPL is 'Granted' this information is communicated in writing to the participant within 10 business days of completion of the RPL assessment, and the qualification/statement of attainment will then be issued. Where further evidence or gap training is required, the applicant will be notified in writing within 10 business days of completion of the RPL assessment. Applicants can present further evidence or undertake gap training to complete competency. If the applicant does not wish to complete the above-mentioned options, then the application will result as 'RPL Not Granted'.

In all cases, a copy of the completed application and evidence submitted by the participant will be kept on the participant's file.

Assessment results will be applied and entered into the participant management system.

### 5. Appeals

Where the outcome of the RPL application is 'Not Granted' and the applicant is unhappy with the outcome, they should attempt to resolve the matter informally. Where the outcome remains unresolved following informal discussions, formal procedures outlined in the Complaints and Appeals Procedure should be followed accordingly.

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

### 6. Related Documents

RPL/Credit Transfer Application Form

RPL Application Pack

RTO Assessment Procedure

Complaints and Appeals Procedure

Complaints & Appeals Form