

Policy Overview:

Ash Pty. Ltd. (trading as Ashley Institute of Training (ASH)) will implement a systematic approach to accept and provide students credit for units of competency where these are evidenced by:

- AQF certification documentation issued by any RTO or AQF authorised issuing organisation
OR
- Authenticated VET transcripts issued by the Registrar

ASH will implement a systematic approach to Recognition of Prior Learning (RPL) that:

- complies with the assessment requirements of the relevant training package or VET accredited course AND
- is conducted in accordance with the Principles of Assessment and Rules of Evidence

Objective:

ASH will provide credit for studies completed at another RTO or at any other authorised issuing organisation. Students will not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition requires this. ASH must provide credit for a unit or module where suitable evidence has been provided of successful completion of a unit or module.

ASH will ensure that processes for RPL meet the same standards and requirements as other forms of assessment. Students will be advised at enrolment or prior to the commencement of training, that RPL is offered by ASH. ASH will conduct RPL assessments with the same rigour as any other form of assessment.

Staff Responsible:

This applies to all:

- Operations Manager
- National Compliance & Quality Manager (NCQM)
- Business Development Managers (BDM)
- Trainers and Assessors
- Training Administrators

Compliance Standards:

This policy relates to the following Standards for RTO's 2015: 1.8 - 1.12, 3.5, 5.1

Related Policies/Templates/Documents:

- P-057 Training and Assessment Policy and Procedure
- P-003 Record Management and Maintenance Policy and Procedure
- P-043 Issuing AQF Certification Documentation Policy and Procedure
- P-006.2 Complaints and Appeals Policy & Procedure
- F-315.2 Course Credit Application Form
- F-316.2 Student Information Release Form
- RPL Assessment Kit - Student Guide
- RPL Assessment Kit – Assessor Guide

Definitions:

Course Credit according to the AQF definition, is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Recognition of Prior Learning (RPL) according to the AQF definition, is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses. For example:

- a) learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (in-house professional development programs conducted by a business); and/or
- b) learning that results through experience of work-related, social, family, hobby or leisure activities (the acquisition of interpersonal skills developed through several years as a sales representative).

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Rules of Evidence

- **Validity** - The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
- **Sufficiency** - The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
- **Authenticity** - The assessor is assured that the evidence presented for assessment is the learner's own work.
- **Currency** - The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Principles of Assessment:

- **Fairness**
 - The individual learner's needs are considered in the assessment process.
 - Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.
 - The RTO informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
- **Flexibility**

Assessment is flexible to the individual learner by:

 - reflecting the learner's needs;
 - assessing competencies held by the learner no matter how or where they have been acquired;
 - drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
- **Validity**

Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires:

 - Assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;
 - Assessment of knowledge and skills is integrated with their practical application;
 - Assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and
 - A judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
- **Reliability**

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

1. Course Credit

ASH is responsible to accept and provide course credit to all students where there is equivalence in content and learning outcomes and for qualifications and units of competency that are on ASH's scope of registration. Where course credits are granted, the duration and associated course fees will be amended to reflect these credits where applicable.

1.1 Informing Students

All staff involved in the recruitment of students are responsible for ensuring that a student has been provided with accurate information regarding course credit including the application process.

1.2 Applying for Course Credit

Any student wishing to apply for course credit can do so by completing **F-315.2 Course Credit Application Form** and submitting to ASH along with their supporting documentation. It is preferred that students wishing to apply for course credit/s do so at the time of enrolment or before the commencement of training to avoid any unnecessary training although course credit applications can be submitted at any time.

1.3 Course Credit Evidence

Any student applying for course credit will also need to submit supporting documentation for their application. Students will need to provide the following supporting documentation:

- Statement of Attainment
- Transcript of Results
- AQF certification documentation
- Photo Identification

ASH reserves the right to seek further clarification from the issuing RTO where there is some ambiguity about verification and authenticity.

2. Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal learning) to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses. Assessors who conduct RPL must ensure they follow the same Principles of Assessment and Rules of Evidence as for any other type of assessment.

Students who believe they have enough evidence to support an RPL application can do so by requesting RPL from ASH. For more information on RPL refer to – RPL procedure below and **P-057 Training and Assessment Policy and Procedure**.

1. Course Credit

Action / Task	Responsible	Timeline
<p>Course Credit will only apply to those qualifications, modules or individual units of competency that ASH has on their scope of registration.</p> <p>All staff involved in the recruitment of students must provide them with accurate and current information on credit transfer and ASH's process at enrolment or prior to the commencement of training using the following sources:</p> <ul style="list-style-type: none"> ▪ Marketing Brochures ▪ Course Outline ▪ Student Information Guide ▪ ASH website <p>Students applying for credit transfer must complete F-315.2 Course Credit Application Form and submit along with either their original or verified copy of their certification to the administration department and proof of identification.</p> <p>Should the student not have a copy of their certification the student is to be informed of the following options:</p> <ul style="list-style-type: none"> ▪ Student to call the issuing RTO and obtain a current copy of the certificate or SOA; or ▪ ASH is given approval to look up the students USI to authenticate the competency/certification; or ▪ ASH is given approval to contact the issuing RTO directly to authenticate the competency/certification using F-316.2 Student Information Release Form. <p>Credit transfer must be approved within SEVEN (7) calendar days. Students to receive their Statement of Attainment (SOA) within 30 calendar days as outlined in P-043 Issuing AQF Certification Documentation Policy.</p>	<p>Operations Manager</p> <p>Trainer and Assessors</p> <p>Compliance Team</p> <p>Trainer and assessor</p> <p>Administration</p> <p>Operations Manager</p>	<p>Prior to enrolment or at time of enrolment</p> <p>Annually or when the training package has been reviewed</p>

2. Recognition of Prior Learning

Action / Task	Responsible	Timeline
<p>Any student considering an RPL application will have a suitability discussion with the Operations Manager and once advised that they are a suitable candidate for RPL, will be provided with an RPL Assessment Kit for the relevant qualification and an invoice will be issued according to the P-033.2 Fees, Charges and Refunds Policy & Procedure.</p> <p>The RPL Assessment Kit will allow the student to evaluate their skills and knowledge against each unit of competency within the qualification. In addition, the student will be assigned an assessor who will support them through the RPL process including assessment of their application.</p> <p>Once a student has submitted their completed RPL application, their assigned assessor will assess the evidence provided to determine if RPL can be granted. In cases where there is not enough evidence for a particular unit or unit/s, the assessor will contact the student to discuss whether there is any further evidence they could submit to support their application.</p> <p>The assessor will also conduct interviews with the student at the commencement of their application and during the collection of evidence period to support the student and also clarify and confirm evidence in their RPL portfolios. There may also be a need for the assessor to observe the students skills in a workplace setting or simulated environment – this will be organised in consultation with the student.</p> <p>The assessor will contact one or more of the nominated third-party referees to confirm the information provided by the student and the context of their experiences to the units of the RPL.</p> <p>The assessor will complete the <i>RPL Assessment Tool kit</i> to confirm if the student has supplied sufficient evidence under the rules of evidence and assessment and note if the student has been deemed competent or not yet competent.</p>	<p>Operations Manager</p> <p>Administration</p> <p>Trainer & Assessor</p> <p>Assessor</p> <p>Assessor</p> <p>Assessor</p>	<p>When required</p> <p>During application</p> <p>During application</p> <p>Prior to assessment interview</p> <p>During interview</p>

An RPL application is to be retained in the same manner as an existing student file. The application will be processed within 21 days of receipt of all information and evidence. The student will be advised in writing of the status of the application upon completion.

If RPL for unit/s is successful:

The student will be advised in writing of the following:

- Issuance of the unit/s of competency and/or module/s
- Issue of parchment/certification (if applicable)
- Issue of Statement of Attainment (where applicable)

If RPL for unit/s is unsuccessful:

The student will be advised in writing of the following:

- Reasons the application was unsuccessful.
- If any further evidence and documentation is required.
- Enrolment in the module for which recognition was sought.
- Advised of their right of appeal through the **P-006.2 Complaints and Appeals Policy and Procedure.**

Finalising the Process:

Any original copies of submitted evidence belonging to the student will be photocopied and retained in the student’s file in accordance with ASH’s **P-003 Record Management and Maintenance Policy.**

All original documents will be returned upon completion of the process.

Assessor & Admin

During interview or an arranged time

Immediately after the interview

Assessor/Admin

Within 21 days of receipt of all information and evidence.

Assessor

Assessor/Admin

Document Revision History

Version Number	Author	Date Published	Description
1.0	Aleena Velich	April 2017	Written and approved by Patricia Fulcher
3.1	Hetty Coles	07/05/2019	Added in Document Revision History table
4.0	Fiona Dunkerton	12/02/2020	Major re-write of policy and procedure to include details on RPL and credit transfer.