

Recognition of Prior Learning and Credit Transfer Policy & Procedure

RTO No 22234

Policy

- 1.1 Ashton College employs a fair and equitable policy for Recognition of Prior Learning and Credit Transfer.
- 1.2 All clients are provided with the opportunity to have their prior learning and experience assessed and gain recognition (Recognition of Prior Learning: RPL).
- 1.3 This policy aims to provide clients with recognition for past experience, skills or qualifications gained. This experience may have been gained from employment, previous formal training undertaken and/or life experiences.
- 1.4 The RPL process will match a clients experience to the requirements in a unit of competency and assess if recognition can be granted.
- 1.5 Ashton College will assist and provide appropriate support to clients from non – English Speaking background (NESB) to access the RPL process.
- 1.6 Ashton College recognises qualifications and statements of attainment issued by other Registered Training Organisations.
- 1.7 Clients who have successfully completed whole units of competency contained within one of our courses with another RTO can apply for Credit Transfer (CT).
- 1.8 The Academic Director is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.9 This policy is implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 clause 1.12 and 3.5 and the National Code of Practice 2018.

Procedure

2 Recognition of Prior Learning (RPL)

- 2.1 All clients are informed of their right to apply for RPL pre enrolment via the website, brochure, course flyers and student handbook.
- 2.2 Clients are informed of the fee charged for RPL applications pre application. Clients may apply for RPL by submitting evidence of competency against the unit of competency performance criteria, knowledge and skills requirements. A fee is charged for the RPL process. The Academic Director provides this information to clients on receiving an initial enquiry.
- 2.3 Clients who apply for RPL are required to complete a Self-Assessment RPL Kit. This tool is utilised to determine whether RPL is suitable for the client for each unit of competency.
- 2.4 RPL applications are only accepted for recognition of current competence. Generally evidence should be under two years old to be accepted although this can be extended in appropriate situations. Evidence over five years old cannot be accepted to demonstrate current competence.
- 2.5 International students are explained the impact that applying for, and receiving RPL or credit transfer will have on their student visa on application.
- 2.6 The RPL application form and information on the process is available on request from the Academic Director Ashton College 213 Nicholson Street Footscray Melbourne Victoria. The RPL form prompts

the applicant to provide evidence as to how they demonstrate competency against the performance criteria stated in each unit of competency.

- 2.7 Admin Department provides advice to clients on how to prepare an RPL application and the process of assessment. Guidance on the process, including appropriate methods of assessment and building a portfolio of evidence is provided. Clients who undertake units of competency via RPL are supported by their assessor in developing a portfolio of evidence to meet each unit of competency requirements.
- 2.8 Admin team will delegate RPL advice/ assessment to another qualified member of training/ assessment staff team.
- 2.9 RPL applications can only be considered for whole units of competency. Applications must be accompanied by supporting evidence and/ or the client must demonstrate competency for each unit of competency during the RPL process.
- 2.10 Ashton College provides clients with relevant information and access to the relevant units of competency to assist them in preparing their application.
- 2.11 Ashton College training and assessment staff assesses the application. If a client can demonstrate competency and provide sufficient, current, valid and authentic evidence of life/ work experience, skills, formal/ informal qualifications or via other evidence, then the client will be deemed competent in that unit of competency.
- 2.12 A fee is charged for the RPL process. The Academic Director provides this information to clients on receiving an initial enquiry.
- 2.13 Clients should submit the RPL application form and supporting documentation to the trainer/assessor at Ashton 213 Nicholson Street Footscray Melbourne Victoria.
- 2.14 Ashton College training and assessment staff assesses the application.
- 2.15 Ashton College training and assessment staffs possess the appropriate vocational qualifications, experience and a CERT IV TAE40110.
- 2.16 The client is informed of the result of the assessment within 20 working days of submitting the application.
- 2.17 Assessment staff records the result and store all documents in accordance with the records management policy and procedure.
- 2.18 The client's course details are amended on the SMS to indicate RPL granted.
- 2.19 International Students sign a form accepting that RPL has been granted and that they understand the implications to their course length/ student visa.
- 2.20 International students Confirmation of Enrolment will be amended to reflect the reduced study load prior to issue.
- 2.21 If the student already has been issued a CoE prior to the granting of RPL, the College will amend the enrolment on PRISMS and inform the Student.
- 2.22 The client's course fees and schedule is amended accordingly.
- 2.23 Clients have the right to appeal Ashton College's decision by accessing the Complaints and Appeals policy.

RPL Assessment process

Ashton College staff assesses RPL applications in the following way:

- a) Access the appropriate unit of competency from the version control folder
- b) Access this policy and procedure
- c) Ensure the client's application form is complete
- d) Refer to the staff guidelines for assessing RPL applications
- e) Contact the client to verify completeness of application if appropriate
- f) On confirmation, assess the evidence submitted against the competency standards and/ or perform assessment activities.

Considerations when assessing evidence:

- a) Has the applicant's evidence addressed the performance criteria, knowledge and skills requirements and critical aspects of evidence?
- b) Is the relevance of evidence provided clear and applicable to the respective parts of the unit of competency?
- c) Has the applicant provided sufficient evidence for a reliable judgement to be made?
- d) Has the applicant provided relevant and appropriate evidence? e.g. third party reports, meeting minutes, examples of work, videos, performance reviews or other appropriate evidence.
- e) Has the applicant demonstrated competence when observed?
- f) Has the applicant demonstrated competency through answering written and/ or verbal questions?
- g) Does the evidence demonstrate competency across all areas of assessment?
- h) Is the evidence current and authentic?

Types of appropriate evidence

The types of appropriate evidence accepted to demonstrate competency may vary depending on the unit of competency. However the following are the generally accepted types of evidence:

- a) Third party reports from employers
- b) Performance appraisal records from employers
- c) Completed workplace documentation that demonstrates competency
- d) Videos of the applicant applying skills and knowledge that demonstrate competency
- e) Transcripts of formal training undertaken
- f) Demonstration of competency
- g) Responses to written and/ or verbal questions
- h) Third party reports from individuals/ organisations who can verify competence

Resubmissions

If an application is considered incomplete/ fails to demonstrate competency the assessor will contact the client and:

- a) Provide the client with written and verbal feedback on their submission
- b) May verbally question the applicant to ascertain competency and fill any gaps in the submission. This may be through a meeting or phone call and/ or,
- c) Ask the client to provide written responses to questions and/ or,

- d) Request further documentation to demonstrate competency and/ or,
- e) May provide the client another opportunity to demonstrate competency and/ or,
- f) If a client's resubmission still does not demonstrate competency then the above process is repeated.
- g) If the third submission does not demonstrate competency then the application for RPL is refused.

Outcome

Clients will be notified of the outcome of their application in writing within 10 working days of the final assessment being made. Reasons for a refusal of application will be provided at this point.

Recording

Assessors will complete the assessment summary sheet. The results will be recorded in the SMS and the client's course fees and schedule amended accordingly. All RPL evidence will be stored in the client's file.

Certification

If RPL is granted the client will be forwarded a statement of attainment within 10 working days.

3 Credit Transfer (CT)

- 3.1 The CT application form is available on request from the Academic Director. All clients are informed of their right to apply for CT pre enrolment via the brochure, flyers, website and/ or client handbook.
- 3.2 CT applications can only be considered for whole units of competency.
- 3.3 International students are explained the impact that applying for, and receiving CT will have on their student visa.
- 3.4 The Academic Director provides advice to clients on how to prepare a CT application and the process of assessment.
- 3.5 Clients may apply for Credit Transfer by submitting a Credit Transfer application form along with original certificates/ statements of attainment to the Academic Director Ashton College 213 Nicholson Street Footscray Melbourne Victoria.
- 3.6 No fee is charged for the CT process.
- 3.7 Ashton College Training and assessment staff assess the application.
- 3.8 Ashton College training and assessment staff possesses the appropriate vocational qualifications, experience and a CERT IV TAE40110.
- 3.9 The client is informed of the result of the assessment within 10 working days of submitting the application.
- 3.10 Assessing staff record the result and store all documents in accordance with the records management policy and procedure.
- 3.11 The client's course details are amended on the SMS to indicate CT granted.
- 3.12 International Students sign a form accepting that CT has been granted and that they understand the implications to their course length/ student visa.
- 3.13 International students Confirmation of Enrolment will be amended to reflect the reduced study load prior to issue.
- 3.14 If the student already has been issued a CoE prior to the granting of CT, the College will amend the enrolment on PRISMS and inform the Student.
- 3.15 The client's course fees and schedule are amended accordingly.

- 3.16 Clients have the right to appeal Ashton College's decision by accessing the Complaints and Appeals policy.

4 RPL Assessment appeals

- 4.1 If a client feels they have been unfairly assessed or there are circumstances that impacted their performance they may appeal the assessment decision.
- 4.2 Clients should contact their assessor in this case outlining the reasons for their appeal.
- 4.3 If the assessor feels there are reasonable grounds for the appeal he/ she may decide to re-assess the client.
- 4.4 The assessor documents this process along with the outcome in the complaints and appeals register. All supporting documentation should also be placed in the clients file.
- 4.5 If the assessor decides to refuse the client an opportunity for re-assessment, the client may lodge a formal appeal by submitting a complaints and appeal form. The client must provide reasons for the appeal along with any supporting evidence.
- 4.6 Complaints & Appeals forms are to be submitted to: Academic Director Ashton College 213 Nicholson Street Footscray Melbourne Victoria.
- 4.7 If the appeal is in relation to the Academic Director's decision another member of staff will deal with the process.
- 4.8 If the Academic Director or other staff member handling the process decides that the clients appeal be upheld the following will apply.
- 4.9 The assessment in question is marked by a different trainer and the outcome communicated to the client.
- 4.10 The assessor documents this process along with the outcome in the complaints and appeals register. All supporting documentation should also be placed in the clients file.
- 4.11 The client will be awarded the grade that gives them the most favourable outcome between the two outcomes.
- 4.12 If the clients appeal is refused they will be sent written notification of the outcome within five working days. This will include the outcome including reasons and details for the decision. The letter will also inform the client of their right to access the external appeals process.
- 4.13 Clients can only appeal an assessment decision once.
- 4.14 If clients are dissatisfied with the outcome of the internal appeals process they may access the external appeals process. Details of how to activate this process are contained in the Complaints & Appeals policy and procedure.
- 4.15 Clients must inform the RTO in writing if they are accessing the external appeals process.

Documents to be employed when implementing this policy and procedure:

Client information handbook

Client orientation checklist

RPL application form

CT application form

RPL tool kit

Relevant units of competency

Complaints and appeals policy and application form (if accessed by the client)

Client file

Revision History

Date	Revision	Revised by
9/08/2009	Policy and procedures developed and initial implementation	Chief Executive Officer
15/03/2010	Revised	Chief Executive Officer
24/07/2010	Revised in response to internal audit	Compliance Officer
15/04/2011	Revised	Chief Executive Officer
25/10/2011	Revised	Chris Donaghy
08/02/2013	Revised	Chris Donaghy

Please Note: The further versions are stored in Document management System - Novacore with Comments.