

# Australian College for Excellence(ACE)

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## Recognition of Prior Learning (RPL) and Credit Transfer Policy & Procedure

### Document Control

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# RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER POLICY & PROCEDURE

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## **PURPOSE**

To ensure that students are advised of and have access to undertake alternative recognition pathways for the completion of Qualification(s), where it recognises the skills & knowledge gained through prior work & life experiences and or previous study outcomes based on education & training.

## **SCOPE**

The policy applies to all students who want to apply prior learning to be recognised or for to gain credit for previous study - Credit Transfer (CT) or Recognition of Prior Learning (RPL).

## **OBJECTIVE**

To ensure that the students have the opportunity to gain maximum recognition for prior learning or credit transfer in a course, based on the skills and knowledge gained through prior work, life experiences and education & training.

## **CT/ RPL**

- is offered at the time of enrolment (upon student submitting evidences and completing the form)
- conducted in a timely manner
- will be conducted fair, valid, reliable and flexible manner, ensuring that there is no conflict of interest and that in all cases an unbiased assessment is made



- will be based on evidence that is current, authentic, reliable, valid and sufficient
- may minimise the course duration

## POLICY

- Australian College for Excellence (ACE) supports the recognition of prior learning and credit transfers through the RTO's standard process, which is fair, transparent and consistent.
- ACE will recognise valid Certificates (with Record of Results) and/or Statements of Attainment issued by other registered training organisations as evidence for credit transfer and or part of the evidence in RPL. To be recognised they must map to the current unit for which credit is sought.
- ACE supports Recognition of Prior Learning (RPL), where people can gain entry to or credit in recognised courses based on competencies gained through experience in the workplace, in voluntary work, in social or domestic activities or through previous informal or formal training. It involves the assessment of evidence that the student supplies to demonstrate that they are currently competent in all the required assessment criteria of the Unit of Competency for which they are requiring a credit.

## PROCESS AND PROCEDURE

### CREDIT TRANSFER (CT)

CT is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

The credit transfer process involves:

- mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and



- making a judgment about the credit to be assigned between the matched components of the two qualifications
- Credit Transfer will be provided when a student offers evidence (Certificate with Record of Results or Statement of Attainment issued by any RTO) of one or more Units that match the scope being taught and is an equivalent.
- If the student is willing to attend the class for the units that they are eligible for credit transfer, ACE will allow them to attend the class and don't expect them to submit the assessments for those unit of competencies. In this case the student the CoE duration remains the same.

### RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is available and all students are offered the opportunity to participate in RPL upon enrolment. Recognition of Prior Learning is generally recommended where individuals have been working in a relevant job role for at least 2 years, however any student can also self-elect to undertake RPL.

The RPL model used by ACE is a guided and supported process that relies on the candidate's ability to demonstrate their competence by answering verbal questions from an assessor, providing referees and, where possible, having their practical skills assessed in the workplace.

Unlike other RPL models, written evidence is used to back up and support RPL assessment, rather than being based entirely on it. The RPL process will include a number of discussions and observations between the candidate and the assessor, which provides the candidate with an opportunity to demonstrate level of skill and knowledge.

### THE RPL PROCESS

1. The candidate contacts ACE and enquires about RPL



2. ACE provides the candidate with information about RPL. If the candidate decides they would like to proceed with RPL, ACE must supply them with a copy of the RPL Self-assessment.
3. The candidate completes the RPL Self-assessment, identifying the units they would like to apply for and evidence they could submit.
4. The candidate sends their RPL Self-assessment, along with the RPL Application Form (which is included in the Self-assessment), a copy of their CV and any certified copies of relevant qualifications back to ACE
5. ACE reviews the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process. This will include contacting the candidate to discuss the following:
  - (a) Their work experience and anything of interest in their CV (for example, has the candidate worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc).
  - (b) The items they ticked/did not tick in their self-assessments.
  - (c) The items listed in their evidence brainstorm (for example, will these add value to their application, or will you see evidence of their work when they complete the assigned tasks?).
  - (d) The third-party person – who is it, how long have they known the candidate in a professional capacity, etc.
6. The assessor makes a decision on the candidate's suitability for RPL and indicates those units in the RPL Third Party Report. If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate should be provided with information about formal training opportunities for this qualification., The candidate can then make a decision as to whether they would like to enrol in the course.
7. If successful, the candidate receives a copy of the:
  - (a) Written agreement including adjusted payment plan
  - (b) RPL Evidence Tool
  - (c) RPL Third Party Report
8. Once the written agreement and relevant evidence document is received the enrolment is processed.
9. The assessor contacts the candidate to discuss:



- (a) How to work through the RPL Evidence Tool
  - (b) Arrangements for workplace observations (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)
10. The assessor participates in the RPL assessment process, which will include:
- (a) Visiting the candidate's workplace to observe completion of practical tasks (where applicable)
  - (b) Completing verbal questioning (either over the phone, skype or other, video conference tool, or in person)
  - (c) Being available to provide support and assistance to the candidate as required
11. The candidate submits their RPL Evidence Tool Booklet and their evidence portfolio
12. The assessor checks the third-party person's ratings, feedback and comments in the RPL Third Party Report
13. Where necessary, the assessor contacts the third-party person to discuss anything that requires further clarification.
14. The assessor may also contact the candidate's professional referees to discuss the candidate's workplace competency.
15. The assessor contacts the candidate once an outcome has been made – all outcomes are to be summarised in the Assessment Outcome Summary in the RPL Assessor Record
16. The assessor forwards all documents to ACE's office for record keeping (see below).

## GAP TRAINING

If training is required to achieve a full qualification (and the candidate wishes to gain the full qualification), the assessor is to document a plan for meeting the training needs and make appropriate arrangements. The amount of training and resulting course length and CoE will need to be adjusted to reflect the units that are required – see ACE - Student Administration Policy & ACE - Assessment Policy.

## RECORD KEEPING



The assessor must submit records of interviews and assessment outcomes to the office after each conversation or meeting during the RPL process. On completion of assessment, the following items must be returned to the candidate's file for archiving:

RPL Assessor Record

RPL Self-assessment

RPL Evidence Tool and all evidence submitted

RPL Third Party Report

The candidate will then be issued with a qualification or statement of attainment where competencies have been arrangements for workplace observation (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)

## **ROLES AND RESPONSIBILITIES**

Training Manager is responsible for providing accurate and timely information on the RPL and Credit Transfer process and for ensuring that adequate opportunity and support is provided to Students.

The Training Manager will ensure that each qualification on scope has an "RPL Kit" available. This will be provided to the student to enable data collection for submission to a suitably qualified assessor who will review the evidence in line with the training package requirements.

Assessors are responsible for administering/facilitating the RPL process:

- By providing correct advice to students on RPL
- Communicating assessment requirements
- Implementing the RPL process and assessing in a fair and equitable manner
- Conducting assessments, recording results and communicating the outcomes to students

## **RELATED FORMS**

RPL and Credit Transfer Application Form



## ASSOCIATED DOCUMENTS

Student Handbook

