

# **Pioneer International College Policy & Procedure**

## **Recognition of Prior Learning & Credit Transfer**

### **Purpose**

The purpose of this Policy & Procedure (P&P) is to describe how RTO will confirm and recognise the competencies students have obtained outside the formal education and training environment. These competencies may have been gained through informal or non-formal training or through life or work experience.

### **Scope**

This Policy & Procedure provides guidance on describe the manner in which Credit Transfer and Recognition of Prior Learning (RPL) will be conducted at the RTO.

### **Inputs**

#### **Standard 1.6 – Recognition of Prior Learning**

##### Outcome Standard

1. VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product.

##### Performance Indicators

2. An NVR registered training organisation demonstrates:
  - a) VET students are offered opportunities to seek recognition of prior learning and are made aware of the organisation's policies for seeking recognition of prior learning.
  - b) decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the organisation's assessment system; and
  - c) decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

#### **Standard 1.7 – Credit Transfers**

##### Outcome Standard

1. VET students who have completed an equivalent training product are supported to obtain a credit transfer.

##### Performance Indicators

2. An NVR registered training organisation demonstrates:
  - a) VET students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for seeking credit transfer.
  - b) decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product); and
  - c) decisions relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product

## Requirement

The RTO must determine the amount of training they provide to each learner regarding the existing skills, knowledge and the experience of the learner.

The RTO must develop and implement a system to ensure that assessment judgements, including those made as part of the recognition of prior learning, meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.

The RTO must ensure that potential learners are made aware of opportunities for recognition of AQF qualifications and Statements of Attainment issued by other RTOs. This recognition is to occur before commencement of the training and assessment program.

The RTO must offer recognition of prior learning (RPL) to individual learners

Where a learner provides suitable evidence, they have successfully completed a unit of competence or module, the RTO must provide credit for that unit or module. Before providing credit on the basis of a qualification, statement of attainment or record of results, the information in the document must be authenticated (e.g., by contacting the organisation that issued the document and confirming the content is valid).

## Reference Documentation

Other reference documentation which relates to this P&P includes:

- Department of Training and Workforce Development, WA Publication:
  - Assessment in the VET sector

## Tools & Templates

This P&P is supported by the Tools & Templates identified at each stage in the process.

## Policy

Potential students are to be made aware that Pioneer International College recognises the AQF qualifications and statements of attainment issued by other RTOs. This must occur before commencement of the training and assessment program.

Where a learner provides suitable evidence to demonstrate that they have successfully completed a unit of competency or module, the RTO must provide credit for that unit or module. Before providing credit on the basis of a qualification, Statement of Attainment or Record of Results, the information must be authenticated by contacting the organisation that issued the document and confirming the content is valid.

Students should not be charged fees for this recognition.

Pioneer International College training and assessment practices are to be responsive learner needs and all assessment conducted by Pioneer International College must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.

Pioneer International College offers recognition of prior learning (RPL) to individual learners. Students are to be provided with adequate information, support and opportunities to engage in RPL.

Training and assessments systems, including RPL documentation, will be systematically validated.

## Identify Students needs

Meet with the student and discuss their training and assessment requirements making sure you cover:

- Any AQF qualifications and statements of attainment issued by other RTOs
- Their on-the-job experience
- Their special needs, if they have any

**Output:** Students Needs identified

**Responsibility:** Administrator / Trainer and Assessor

### Credit Transfer

Verify the authenticity of any AQF qualifications and statements of attainment issued by other RTOs and issue credits as appropriate.

Modify the students Training & Assessment Plan accordingly

**Tools & Templates:** PIC – Application for Credit Transfer

**Output:** Student Training & Assessment Plan

**Responsibility:** Administrator / Trainer and Assessor

### RPL Process

Although it is acknowledged that RPL process will be different for different qualifications and situations it is recommended that RPL follows these steps:

- Self-evaluation - before enrolment, the student completes a self-evaluation by completed the Candidate kit.
- Knowledge and skills conversation – after enrolment the assessor interviews the student during which time the student may produce relevant documents such as third-party reports, work samples, licenses, academic records, resume, references etc.

#### Tools & Templates

- Confirmation – the assessor confirms claims made by the student with third parties.
- Demonstration of competence – following the interview the student completes the assessment tasks including practical activities.

**Output:** RPL Process initiated

**Responsibility:** Administrator and Trainer & Assessor

### Initial contact

Provide the Candidate with the Candidate RPL Kit and meet to and discuss RPL process. Use the PC – Candidate RPL Kit:

- What it is and how it works
- How they will be assessed
- Their special needs, if they have any.
- What evidence they need to provide
- The roles and responsibilities of each party

- The cost of the RPL
- The time allowed to complete the RPL
- The Student Appeals process in accordance with PC – Complaint & Appeals

#### **Tools & Templates**

- PIC - RPL Candidate RPL Kit
- PIC – Complaint & Appeals

**Output:** Students needs identified

**Responsibility:** Administrator

#### **Self-evaluation**

Get the student to complete the RPL kit which includes the self-evaluation of the candidate, with the assistance of the assessor if necessary.

**Tools & Templates:** PIC - RPL Candidate RPL Kit

**Output:** Completed Self-evaluation

**Responsibility:** Trainer & Assessor

#### **Enrol the Student**

Based on the outcome of the self-evaluation enrol the student in all or part of a Course or Qualification in accordance with PC – Enrolment & Confirmation.

#### **Tools & Templates**

- PIC – Enrolment & Confirmation
- PIC - Overseas Student Application Form
- PIC - Domestic Student Application Form

**Output:** Student Enrolled

**Responsibility:** Administrator

#### **Assess knowledge and skills**

Assess the student's existing knowledge and skills using the PC – Trainer RPL Kit and record details of any evidence they provide.

**Tools & Templates:** PIC - Trainer RPL Kit

**Output:** Completed RPL Evidence Review

**Responsibility:** Trainer & Assessor

#### **Conduct Assessment**

Assess the student's competency.

The assessment tools already developed for the Unit or Qualification will be used for the gaps identified in the RPL evaluation.

Record details of the assessment outcomes in an assessment summary document for the Unit or Qualification.

**Output:** Completed Assessment Summary

**Responsibility:** Trainer & Assessor

### Inform the student of the assessment outcome

Once the assessment process has been completed inform the student of your decision for each unit. Where they failed to demonstrate competency discuss gap training options.

**Output:** Assessment Outcome

**Responsibility:** Trainer & Assessor

### Feedback

Ask the student to provide feedback on the RPL process in accordance with PC – Collect & Analyse Data.

**Tools & Templates:** PIC - Collect & Analyse Data

**Output:** Student feedback

**Responsibility:** Administrator

### Records Management

Key documents such as the assessment summary will be placed on the RTO's Student management system- SMS.

Results are to be entered into SMS on completion of all assessment activities.

**Tools & Templates:** SMS

**Output:** Completed Assessment Summary and Student Records

**Responsibility:** Administrator

### Key Performance Indicator:

The effectiveness of this P&P will be measured through the validation of RPL assessment and Credit Transfers conducted.