RTO POLICY MANUAL

SRTOs 2015 and ESOS National Code 2018

Royal International College
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Recognition of Prior Learning (RPL) Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 2.3; Standards for RTOs 2015 – Standard: 1.8; 1.12;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this policy and procedure is to demonstrate that RTO is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015) and National Code 2018. As such, RTO is required to implement an assessment system that ensures all assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited Courses.

Objective

The objective of this policy and procedure is to ensure that RTO;

- Have documented procedures for the granting and recording of credits given through recognition of prior learning
- Provides a record of the RPL to the student, which must be signed or otherwise accepted by the student and then placed on the student's file.
- Indicates the actual net course duration (as reduced by course credit) in the training plan.

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- Recognises that a qualification or a unit of competency or partial qualification can be obtained through training, work or life experiences, skills and knowledge gained from employment and hobbies etc.

Scope

This policy and procedure apply to the following stakeholders:
- RTO Staff
- RTO Students

General Processes

1. Documented procedures

- Policy and procedure for granting and storing credit transfer requests and records by AQF certification documentation, or through authenticated VET transcripts issued by the RTO manager.
- Student management system procedure and documentation
- File management procedure and documentation

The RTO provides, either prior to enrolment or the commencement of training and assessment, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:

- the code, title and currency of the training product to which the learner is to be enrolled, as published on the national register
- the training and assessment, and related educational and support services the RTO will provide to the learner including the:
    i. estimated duration
    ii. expected locations at which it will be provided
    iii. expected modes of delivery
    iv. name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf
    v. any work placement arrangements.

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- the learner's rights, including:
    i. details of the RTO's complaints and appeals process required by Standard 6
    ii. if the RTO, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in.

- the learner's obligations:
    i. any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product
    ii. any materials and equipment that the learner must provide

- information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services, as applicable.

2. **Recognition of Prior Learning (RPL) processes**

- Evidence will be requested to support any claims. Some examples might include: previous formal study, job descriptions, samples of work and specific references
- A student must enrol in the unit(s) before RTO can process the RPL application.
- A student can RPL through an entire qualification
- There is a fee involved as an RPL Assessor will need to assess the application. The Assessor must be satisfied the applicant is currently competent
- The fee for RPL will be calculated based on the number of units the applicant is applying for RPL.
    o All relevant fee information must be presented to the learner including all fees that must be paid to the RTO, and the payment terms and conditions including deposits and refunds.
    o
    o The learner needs to be informed of their rights as a consumer, including but not limited to any statutory cooling-off period, if applicable.

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- o Also, the learner's right to obtain a refund for services not provided by the RTO in the event the arrangement is terminated early, and/or the RTO fails to provide the agreed services.
- To apply for RPL, an RPL Kit Applicant Booklet needs to be completed

3.   Recognition of Prior Learning (RPL)

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. To support this type of application evidence of where and how the skills were obtained is required.

RTO recognises the prior learning of students based on:

- Previous training, (including overseas qualifications)
  - o If the RTO grants RPL to an overseas student, the RTO must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
  - o If the RTO grants the overseas student RPL or course credit that reduces the overseas student's course length, the RTO must:
    - ▪ inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
    - ▪ report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted
- Formal study and acquisition of a Qualification and/or Statements of Attainment from another RTO
- Practical experience in a work environment
- Projects undertaken
- Life experience

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Obligations of the RTO to the learner include that the RTO is responsible for the quality of the training and assessment in compliance with the Standards and also for the issuance of the AQF certification documentation.

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Procedures

	Procedure Steps	Responsibility	Reference
1	Applicants for RPL must complete the RPL Application form and submit the application to the RTO Manager or Student Administration	RTO Manager or Student Support Officer/ Administration Student	RPL Application form
2	RTO Manager must appoint a Trainer/Assessor to assess the student's existing knowledge and skills relevant to unit of competencies/ qualification	RTO Manager and Trainer/ Assessor	
3	Trainer/Assessor must evaluate all records, application and documentation provided by the applicant	Trainer/Assessor	
4	Trainer/Assessor may ask for more evidence and/or demonstration of skills and knowledge as required	Trainer/Assessor Student	
5	Trainer/Assessor completes the competency conversation kit with the Applicant	Trainer/Assessor Student	
6	Trainer/Assessor reviews all of the collected evidence and documentation	Trainer/Assessor	
7	Trainer/Assessor must decide the outcome of the application	Trainer/Assessor	

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8	The Applicant may be required to undertake gap-training if all units or contents cannot be provided through RPL	Trainer/Assessor Student	

Continuous Improvement

A summary of all recognition of prior learning related matters and concerns will be presented at the Management Meeting for review. The purpose of this is to ensure management become aware of;

- Common threads relating to the compliance and quality assurance
- Repeat issues
- Any general adverse trends that needs correcting

Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy.

Publication

This policy once approved, will be available to all students and staff by accessing RTO Intranet or on request. This policy will also be available through RTO's website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

Review processes

The policy will be reviewed annually. The RTO Manager will be the responsible person for this.