



COLLECTIVE TRAINING GROUP

Recognition of Prior Learning (RPL) Policy 2018

VERSION CONTROL

CURRENT VERSION	REVIEW DATE	PERSONS INVOLVED	NEW VERSION	AMENDMENTS
V1.0 / MARCH 2018	SEPTEMBER 2018	B. GREEN		Creation of policy for RTO audit

INTRODUCTION

The Collective Training Group is committed to complying with the *Australian Skills Quality Authority (ASQA): Standards for Registered Training Organisations (RTO) 2015*. The Collective Training Group *Recognition of Prior Learning (RPL) Policy 2018* has been developed to comply with The Standards and to ensure current and prospective Learners have every opportunity to have past achievements assessed for RPL, specifically:

STANDARD 3

The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

Clause 3.5

The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or*

- b) authenticated VET transcripts issued by the Registrar.*

Learners are advised of their ability to seek RPL through the student handbook, during the enrolment process and on the Respect the Risk Website under the Training section. All requirements are outlined in the following policy.

RPL DEFINED

RPL is a thorough process that involves assessment of an individual's relevant prior learning to determine the outcome of an individual application for credit. All Learners, prospective and current, are permitted to apply to receive RPL, if approved, this will result in credit being applied to particular units of competency (UOC) thus avoiding having to repeat units where current competency can be demonstrated.

A comparison of all forms of prior learning achieved by the Learner will be mapped against the essential assessable requirements of the UOC. Assessment of the appropriateness and volume of evidence to adequately demonstrate competency will be made by the Training Officer. Learners will be provided with support and guidance throughout the process to provide every opportunity to demonstrate competency against all assessable requirements.

TYPES OF LEARNING CONSIDERED

Formal learning

Formal Learning, is learning that has taken place through a structured process and is linked to the successful achievement of an Australian Qualifications Framework (AQF) qualification, for example: Certificate I, II, III, IV, Diploma, Advanced Diploma, Degree, Post Graduate Diploma, Masters or Doctorate.

Non-Formal Learning

Non-Formal Learning, is learning that has taken place through a structured program of instruction, for example: On the job training, personal development courses, internal workplace training. Non-formal learning does not include the achievement of an Australian Qualifications Framework (AQF) qualification or statement of attainment for example: Certificate I, II, III, IV, Diploma, Advanced Diploma, Degree, Post Graduate Diploma, Masters or Doctorate.

Informal learning

Informal Learning, is learning that has taken place through experience at the workplace, socially, in the community, as a hobby or leisure activity, for example: Demonstration as a competent presenter, displaying competent communication skills through years of coaching a team, organising meetings or functions and complying with safety procedures, volunteering as a community fire fighter or skills obtained in the Army Reserves.

RPL PROCESS

Learners are required to follow the following steps when applying for RPL assessment:

STEP 1

Learner enquires about seeking RPL.

STEP 2

Learner will be referred to this policy, after reading the policy, areas of confusion will be clarified with the Training Officer.

STEP 3

Learner to provide portfolio of evidence, Training Officer will provide guidance regarding suitable volume and types of evidence required if needed.

STEP 4

Learner may be required to complete a series of additional assessment if required.

STEP 5

A thorough assessment of all evidence provided will be conducted by the Training Officer within 28 days.

STEP 6

The Learner will be notified of the outcome.

EVIDENCE REQUIREMENTS

All evidence provided by the Learner must sufficiently demonstrate *currency* in line with industry standards. It is the responsibility of the Learner to ensure all evidence provided is:

Authentic

All evidence must be the property of the Learner and not refer to any other person. To verify authenticity of evidence it may be necessary for the Collective Training Group to contact the issuing educational institution to confirm the evidence is true and authentic.

Valid

All evidence must directly relate to the specific UOC. Learners are encouraged to provide evidence that is specific to the topic, yet sufficiently broad enough to meet all assessment requirements. Learners are encouraged to submit evidence that only relates the UOC sought for RPL, Learners must not simply submit all past certificates achieved, evidence must relate to the topic.

Current

All evidence must be *current* when compared to industry standards. *Currency* means that the skills and knowledge demonstrated by the Learner through submission of evidence, is in line with current industry standards. A qualification that was achieved a number of years ago may still be current, if the Learner can demonstrate continued professional development through training in the same area that documents a continual updating of skills and knowledge.

Sufficient

The evidence must be comprehensive, and where possible, supported by inter-related sources, for example: A Learner submits their JDF stating they must promote a safe workplace, this is supported in a number of performance appraisals, attendance is recorded at a number of OSH meetings and a training record of OSH training has been completed.

EVIDENCE RECOGNITION

All evidence provided that was issued by another education institution, for example: Registered Training Organisation, University or workplace, will be accepted and recognised once proven authentic. All necessary due diligence to ensure all documents are authentic will be carried out by the Collective Training Group to ensure the evidence has been issued from a genuine source.

Learners who have a USI transcript containing training outcome data can submit a copy or approve CTG to access these records using www.usi.gov.au. CTG can directly view USI transcripts to validate training achievements for the purpose of gaining credit.

The skills of each individual learner, knowledge and prior performance outcomes gained through non-formal learning, for example: Life experience, will be taken into consideration. Learners are encouraged to apply for RPL based on non-formal learning, provided suitable evidence can be provided.

PORTFOLIO OF EVIDENCE

Learners must gather and submit a comprehensive portfolio of evidence to demonstrate competency against all assessable elements of the particular UOC. The design, composition and contents of each portfolio will differ from Learner to Learner. No set formal structure has been implemented for Learners to follow, flexibility of the portfolio is important to best allow Learners to demonstrate competency against all assessable requirements in a form best suited to their application.

Learners are encouraged to consider including the following forms of evidence in their portfolio:

- Current resume outlining experience
- Current Job description forms (JDFs) including those from previous roles that support the application for RPL
- Third party endorsements by colleagues, supervisors or managers and clients
- Examples of work completed in the workplace specific to the requirements of the unit ie: reports, processes, presentations
- Statements of Attainment including testamurs achieved through appropriate educational institutions
- Professional Development information from current and past roles
- Performance appraisals supporting workplace outcomes achieved in relation to the UOC
- Completed workplace training, internal and external
- Community work completed specific to the unit

- Workplace policies specific to the unit that the Learner complies with or follows
- Minutes of meetings in which the Learner was an attendee specific to the UOC ie: OSH Meetings
- Testimonials from clients
- Photographic evidence of participation in activities related to the unit
- Any other form of evidence that may assist

ADDITIONAL ASSESSMENT

In addition to providing a portfolio of evidence, Learners may be required to complete the following:

- Assessments related to the unit of competency, either the exact assessments all Learners are required to complete or a variation
- Direct observation of the Learner in the workplace completing specific tasks, environments may also include role play or simulated
- Essays, reports, or presentations to justify and link past skills and knowledge with current industry standards
- Interviews with industry experts, face to face, online or by use of telephone to answer verbal assessment questions
- All, or a combination of the above

ORGANISING THE PORTFOLIO

Learners must organise their evidence in a clear and logical order ready for submission. The Collective Training Group will not accept evidence that is not well organised or difficult to navigate. Portfolios must be organised in a way that makes assessment of the evidence clear, simply and easy for mapping against the essential assessable requirements.

Learners are encouraged to, at the very minimum:

- Clearly label or title all items of evidence
- Secure a copy of the UOC and draw clear links between the essential assessable items and evidence provided
- Provide a bibliography or list of contents itemising all evidence submitted

FEES & CHARGES

As a guide, the cost of RPL per unit will be \$150.00. This fee is subject to change. Learners can expect the cost per unit to be approximately \$150.00 per unit but the Collective Training Group will confirm this cost with the Learner at the beginning of the process.

APPLYING FOR RPL

Learners wishing to apply for RPL are encouraged to contact the Collective Training Group Training Officer to discuss the process and seek clarification to areas of confusion. Learners must contact the Training Officer prior to submitting an RPL application. RPL applications will not be accepted without prior discussion with the Training Officer.

Contact the Training Officer during business hours using the below:

wapou@wapou.asn.au

(08) 9272 3222

ASSESSMENT OUTCOME

Competent – C

If the Learner is deemed *competent*, the Learner will be advised in writing and the appropriate certification will be issued.

Not yet competent – NYC

If the Learner is deemed *not yet competent* the Training Officer will notify the Learner in writing. The Training Officer will highlight the areas where competency was not demonstrated and provide 28 days from receipt of the notification to provide additional evidence addressing areas of concern. If the Learner is unable to provide additional evidence RPL may be denied.

APPEALS

If the Learner wishes to appeal the outcome of a decision, the Learner can only do so based on a failure of procedure. Appeals can be based on:

- Unfair procedures that caused disadvantage to the Learner
- Evidence provided by the Learner was not sufficiently reviewed against all essential assessable requirements of the UOC

Learners are not permitted to lodge an appeal against an unfavourable assessment outcome for the sole purpose RPL was denied. Learners must refer to and follow the process for appealing as stated in the *Complaints and Appeals Policy 2018* if they wish to lodge an appeal.