



# Recognition of Prior learning (RPL) and Credit Transfer (CT) Policy and Procedure

An opportunity exists for all participants undertaking training with WAYS Youth Training to apply for Recognition of Prior Learning (RPL) based on skills and knowledge gained previously. RPL will be granted when sufficient valid, current, and authentic evidence is presented to support the participant's attainment of relevant competencies against the required standards.

## Credit Transfer (CT) / Recognition of Qualifications Issued by other RTOs

Nationally endorsed Training Packages and Australian Qualifications Framework (AQF) accredited courses are subject to mutual recognition. All states and territories have agreed to recognize the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations. This ensures mutual acceptance throughout Australia of AQF qualifications and Statements of Attainment. Australian Quality Training Framework Standards for Registered Training Organisations covers Australian Qualifications and Statements of Attainment issued by other Registered Training Organisations and enables individuals to receive national recognition of the achievements.

Credit Transfer is available automatically to those who have documented evidence of achievement in the relevant competency or course. Students are required to apply and submit their transcript to receive a CT for each unit of competency listed in the qualification they are enrolled in.

## Recognition of Prior Learning (RPL)

RPL is an assessment process that involves the assessment of a participant's relevant prior knowledge and skills against the required learning outcomes, learning competencies or standards of a subject, unit module, course or qualification to determine credit outcomes of an individual application for credit.

Where recognition is granted via the RPL process, the participant is given full equivalent status, equal to those participants who have completed the program by attendance, assessment, and a competent achievement.

The process of recognising prior learning is about:

- Identifying what the participant knows and can do
- Matching the participant's skills, knowledge and experience specific to precise standards and the associated assessment criteria of a qualification
- Assessing the participant against those standards, and
- Crediting the participant for skills, knowledge and experience built up through formal and informal learning from the past

## Process for RPL

The applicant will need to contact the RTO Manager or Training Co-ordinator and request a RPL kit for the units they are seeking RPL for. The RTO manager or Training Co-ordinator will explain and assist the applicant with the RPL kit and guide the applicant with the submission of evidence.

Evidence is any information which supports the claim that the experience and skills match the learning outcomes of the specified unit(s) of competency for training.

All applications for RPL are governed by the principles and outcomes directly related to the participant's ability to provide evidence, which is:



- Valid – related to the qualification in question
- Authentic – able to be verified as the applicant's own work
- Sufficient – enough evidence to cover all components of the qualification, or part of the qualification for which RPL is sought
- Current – relates to current practice and legislation

It is the absolute responsibility of the participant to provide relevant evidence to support their claim for RPL. All documents submitted for assessment, as part of the application, must be certified as true copies of the original. The submitted documents will be stored for the legislated period of time. Evidence older than three years will be required to be supported by evidence of a recent application in the workplace to ensure currency of practice and relevance to current practice.

### **Types of Evidence**

In addition to reviewing your evidence, the recognition assessor may check your current knowledge by oral, written and/or skills testing.

#### **Direct Evidence**

##### **Certificates:**

- Certificates
- Diplomas
- Degrees
- Statements of results
- Courses completed at work

##### **Work Samples**

- Reports
- Written material
- Projects

#### **Decision making process**

WAYS Youth Training will process an RPL application in a timely manner. The assessor will make an assessment decision within 15 business days of the application being received.

If a participant is unsuccessful, the applicant will be advised of any gaps in the application and an action plan will be recommended. A timeframe for resubmission will be provided. Applicants will have one opportunity for resubmission.

#### **Appeals Process**

All applicants have the right to appeal the outcome of their RPL application if they feel that the process used to assess their application was unfair.

As a first step, participants should try to resolve the matter informally with WAYS Youth Training by contacting them to discuss their concerns.

The participant should submit a written request for appeal to the WAYS Youth Training RTO Manager, no later than 15 business days from the notification of the outcome of the application.

#### **Fee**

A fee of \$100 will be charged for processing an RPL application. The participant will be notified of any costs during the initial conversation regarding RPL to enable them to plan their intended approach to



study. The fee will be waived if the student is eligible for Austudy or any other government assisted funding.

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