

Recognition of Prior Learning & Credit Transfer Policy

1. Purpose

ILSC is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, ILSC is required to offer Recognition of Prior Learning (RPL) and Credit Transfer to all eligible Students, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

2. Policy Statement

ILSC is committed to providing effective processes for Recognition options to all current and prospective Students.

ILSC will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- RPL and Credit Transfer (CT) is offered to all eligible Students on enrolment;
- Adequate information and support are provided to Students in understanding the process and gathering reliable evidence to support their RPL/CT claim;
- all RPL/CT applications are processed in accordance with the ILSC Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

3. Definitions

3.1 The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Credit Transfer relates to institutional recognition of any unit of competency a student has successfully completed at any other Registered Training Organisation (RTO). Credit transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Registrar has the meaning given in the *Student Identifiers Act 2014*.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

4. Policy Principles

4.1 Underpinning Principles

- a) Recognition is made available to any person commencing a course with ILSC.
- b) Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- c) Recognition of Prior Learning (RPL) is an Assessment process, and as such is subject to all provisions of the ILSC “Assessment Policy”.
- d) Recognition is used to determine the advanced standing or ‘credit’, for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience.
- e) Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- f) All Students may apply for formal recognition of existing competencies against an AQF qualification / Accredited course / unit of competency /module that ILSC is registered to deliver.
- g) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of authenticated certification documentation.
- h) Competency may be derived from many sources:
 - i. Work experiences
 - ii. Work product
 - iii. Life experience
 - iv. Training programs offered by industry, private or community based providers which may or may not have been formally recognised
 - v. Training programs undertaken overseas (which may or may not be accredited in that country)
 - vi. Informal learning programs
 - vii. Certification from another RTO
- i) Only accredited and approved assessors will conduct Recognition assessments on behalf of ILSC. (See Assessment Policy)
- j) The minimum acceptable claim for Recognition is a Unit of competency/module.
- k) Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
- l) Information of Recognition processes and arrangements are provided to all Students and prospective Students.
- m) An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified. The onus is on the student to demonstrate equivalence.

4.2 Credit Transfer

- a) ILSC will accept and recognise the decisions and outcomes of any RTO thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's or AQF authorised issuing organisations.
- b) ILSC recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- c) Mutual Recognition applies when the certification documentation provided by the Student contains the same national competency code as those that form part of the training and assessment program offered by ILSC.
- d) Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or Director ILSC to verify authenticity. Original Certification documentation will be returned to the applicant.
- e) ILSC are not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. Student cannot complete all of their learning and assessment with another RTO and request ILSC to issue the qualification under Recognition)
- f) The amount of recognition contributing to the issuance of certification documentation from ILSC (i.e. using units/modules completed at other RTOs) is at the discretion of the Director ILSC.
- g) In the event a Student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then Student will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- h) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the Student will be enrolled in the full qualification. Full fees will be payable.

5. Conditions for RPL/Credit Transfer

In relation to RPL and Credit Transfer the following conditions apply:-

- 5.1 All supporting documents supplied must be true and correct.
- 5.2 The student is responsible for providing all necessary documentation required to assess application.
- 5.3 RPL and Credit Transfer applications must be received with the course application form or at least 6 weeks prior to course commencement.
- 5.4 If ILSC request additional information from the student, this information must be submitted within 14 working days.
- 5.5 The student's course duration will be reduced when RPL and/or Credit Transfer is granted.
- 5.6 Where a request for credit transfer is submitted after the student is granted a confirmation of enrolment (COE) by ILSC, the student's course duration on their COE needs to be adjusted to reflect any reduction in the duration of the course. Any changes made to the course duration needs to be reported to the Department of Education via PRISMS. A CoE fee will apply.
- 5.7 Students will be notified in 7 working days of the RPL Assessment Outcomes. This notification will advise the student to make an appointment with the Director of Training to receive the RPL. The student records will be updated on the student management system.
- 5.8 The student is responsible for paying all postage and handling as necessary.

6. Appeals

Students have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

7. Access and Equity

Students have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

6. Records Management

All documentation from Recognition processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

7. Monitoring and Improvement

All Recognition practices are monitored by the Director ILSC and areas for improvement identified and acted upon. (See Continuous Improvement Policy)