

Purpose

To ensure learners are given the opportunity to access Recognition of Prior Learning (RPL) for a qualification or unit of competency they are enrolled in with Transqual. The RPL process acknowledges the skills, knowledge and learning achieved prior to a learner undertaking a qualification with Transqual. This process can be through either formal learning such as employer provided training or Credit Transfer for nationally recognised units of competency (Credit Transfer), or informal learning such as work or life experiences.

Scope

This procedure applies to all Transqual employees, and trainers and assessors who receive a learner enquiry, conducts a Recognition of Prior Learning (RPL) or recognise statements of attainment or qualifications from other Registered Training Providers.

Definitions

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).

Credit Transfer is the process whereby an RTO recognises National qualifications or statement of attainment issued by other RTO's to go towards a learner's course they are enrolled in. Credit transfer is also defined by Australian Qualifications Framework as the process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Policy

Recognition of Prior Learning (RPL)

As per Standards of Registered Training Organisation (RTO's) 2015, Standard 1, Clause 1.12:

'The RTO offers recognition of prior learning to individual learners.'

To comply with this Standard, Transqual will ensure that the following underpinning principles are implemented with RPL process:

- Recognition is offered to all learners on enrolment and additional information is within the Learner Handbook
- 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.
- Adequate information and support are provided to learners in understanding the process and gathering reliable evidence to support their recognition claim and ensure RPL is an appropriate pathway
- all Recognition applications are processed in accordance with Transqual's Training and Assessment Policy
- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages
- RPL assessment is conducted in accordance with the Principles of Assessment and Rules of Evidence as per Standards of RTO's 2015 Clause 1.8b)
- It is the responsibility of the learner to demonstrate competence to the satisfaction of the assessor. Competency may be derived from sources such as (but not limited to):
 - Work records or Examples of work products
 - Records of workplace training
 - Relevant work samples such as memo's essays, completed work projects
 - Assessments of current skills knowledge
 - Third party reports from current and previous supervisors, trainers, managers, customers or clients
 - Previous qualifications
 - Confirmation of relevant unpaid or volunteer experience
 - Copies of certificates, statements about education and training, statements of results, outlines of any courses that the learner has undertaken including a subject synopsis
- Only accredited and approved assessors will conduct Recognition assessments on behalf of Transqual Pty Ltd
- Recognition of prior learning are subject to fees and will be determined based on the needs of the Candidate and the number of units of competency for which they are seeking recognition (and in line with Transqual's Fee Protection policy)
- Certification documentation will not be issued until all relevant fees are paid in full (as per Transqual's Fees and Refund Policy)

Learners wishing to pursue RPL process will be given a tailored RPL Kit which includes detailed information on the RPL process as well as details of all the competencies required, suggestions for collecting evidence and some resources to help learners with evidence collection.

Trainers and Assessors must follow the Transqual's Recognition of Prior Learning Procedure when conducting a RPL and this procedure is located on SharePoint.

Credit Transfer

As per Standards of Registered Training Organisation (RTO's) 2015, Standard 3 states:

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

To comply and maintain the integrity with this Standard, Transqual will recognise and accept nationally recognised qualification/s or units of competency certification issued by other RTOs and will ensure;

- authenticated VET transcripts are verified then apply a credit to all relevant units of competency
- Credit Transfer will only apply when the certified documentation provided by the learner contains the same national competency code as those that form part of the training and assessment program offered by Transqual Pty Ltd.
- Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or a Transqual Trainer/Assessor or Manager. (Original Certification documentation will be returned to the learner).
- It is the discretion of Transqual not to issue an AQF qualification or Statement of Attainment that is achieved wholly through Credit Transfer completed at another RTO or RTOs. (i.e. the learner cannot complete all of their learning and assessment with another RTO and request Transqual to issue the qualification under that Recognition)
- In the event a learner wishes to undertake refresher training in a unit of competency for which they have been previously awarded recognition, then the learner will be advised that the completion of the assessment is not necessary, however, may be offered as an option
- Where the recognised AQF qualification and attributed units of competency form part of another AQF qualification, the learner will only be enrolled in the additional units required to complete the new qualification
- Where Credit Transfer applies fees may be reduced

Additional information

Learners have the right to appeal a Recognition Assessment decision (as per Transqual's Complaints and Appeals policy)

Learners have fair and equal rights to assessment, including recognition. (Refer to Transqual's Access and Equity Policy) and;

All documentation from a Recognition processes are maintained in accordance with TQ QSP 17.Control of Records Procedure.

This policy will be reviewed annually or following any legislative or organisational changes.



Peter McCloy

Chief Executive Officer