RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

Policy

ACA recognises that competencies can be achieved through formal training and/or relevant knowledge and experience gained through work or life experience.

ACA recognises Australian Qualifications Framework (AQF) qualifications and statements of attainment granted by other Registered Training Organisations.

Current or potential students at ACA may apply and be eligible for Recognition of Prior Learning (RPL) or Credit Transfer for any unit of competency that is in the RTO scope and relevant to business and information technology skills

Students may be awarded course credits (Credit Transfer) based on formal training / education and relevant qualifications they have gained at a previous time with another Registered Training Organisation.

Students may be awarded RPL based on satisfactory evidence of previous experience and formal or informal learning to be determined through a formal RPL assessment process.

Credit transfer

'Credit Transfer' is defined in the AQF Handbook as 'a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in contact and learning outcomes between matched qualifications.'

Credit transfer is an automatic recognition, not requiring the students to go through the RPL process.

ACA recognises AQF qualifications and statements of attainment granted by other Registered Training Organisations.

- If students have completed courses from a Registered Training Organisation that delivers AQF qualifications or units of competency that are nationally accredited, then these courses or units will be automatically recognised by ACA providing they are the same as those offered by the RTO.

- Units of competency with different codes or titles but which are equivalent to those offered by ACA (as determined by the Training Package developer) may be recognised providing they have been completed within the last 5 years.

ACA retains the right to verify the documents and paperwork presented to determine they are true and correct, and to also verify that the competences presented are current.

A student may present other evidence of courses and study they have completed previously within two weeks of their starting term.

Recognition of prior learning

Recognition of Prior Learning is the formal process by which the skills and knowledge gained through work and life experience and outside formal training arrangements are formally recognised.

This process allows competency to be determined without the students being required to complete formal assessment tasks. When recognition is gained for a unit this means it will not be required to be included in the students's course of study.

The assessment must be conducted by a qualified assessor who has the relevant assessment and vocational competencies. A non-refundable administration fee of $450 for each unit or module will be charged for assessing your portfolio.

ACA offers this process for students who want to gain recognition for an individual unit or the complete qualification. All applications are to be submitted to the Administration and Student Services Representative on enrolment.

RPL Assessments undertaken by the RTO are done in accordance with ACA's Policies and Procedures on Assessment.

Scope

Applications for RPL and Credit Transfer are available to all new and prospective students. Procedures for an RPL and Credit Transfer are clearly outlined in the Student Handbook and pre enrolment materials.

Procedures

The application process for RPL and credit transfer

- RPL and Credit Transfer Application forms are available to students from ACA upon request

- All RPL and credit transfer must be accompanied with supporting documentation which could include:

  - Academic transcripts
  - Statement of attainment
  - Testamur
  - Reports
  - Resumes or CVs
  - References from relevant workplaces.

- All documentation must be in the form of original documents presented at pre-enrolment interviews where photocopies of documents can be taken and held in the students file as evidence of prior learning

- If original documents are not available, photocopies of original documents will only be accepted if they have been sighted and certified by a Justice of the Peace or Solicitor.

- Unsigned photocopies of any documents will not be accepted as evidence for RPL by ACA.

- All qualifications presented as evidence will be verified with the issuing body.

- Qualifications must be current, which means they must have been gained within the last 3 years.

- If a qualification was gained more than 3 years ago, evidence of work experience within the industry is also required.

- Skills must be current, which means the applicant must have evidence to show skills development in the workplace since gaining their qualification.

- If evidence of currency cannot be proved, then RPL application will not be considered by ACA.

- All RPL and Course Credit applications must be submitted before the course commences.

- RPL and Course Credit applications after course commencement may be considered under some circumstances, but this is at the discretion of the Academic Manager.

- Assessors have the right to contact applicants directly for clarification of evidence and may contact persons used as referees in their evidence to verify it. Such contact will be recorded in the appropriate individual students file.

- All documents, evidence and certificates must be retained in the students files

- The award of RPL or Credit Transfer for each students must be recorded in students records on RTO Manager against each unit.

- RPL applications may incur a fee for each unit of competency regardless of whether the application for RPL is successful of not.

Credit transfer

- If students have completed courses from a Registered Training Organisation that delivers AQF qualifications or units of competency that are nationally accredited, then these courses or units will be automatically recognised by ACA providing they are the same as those offered by the RTO.

- All documents, certificates, statements of attainment etc. will be verified with the issuing body by the RTO to ascertain their authenticity.

- Once verified, copies of certificates must be retained in the students' files.

Recognition of prior learning (RPL)

- Students complete the Request for RPL Application Kit from the RTO through either the RTO Manager or the Administration and Student Services Representative.

- The RPL Kit is sent to students following request.

- Students gather all of their paperwork, transcripts, reference letters etc.

- Students check their skills against the competences they have achieved against the units of competency that are contained within the specific course they are interested in

- Students list all their evidence materials and types next to each unit as they work through the application form.

- Students present their evidence along with their application form to the RTO Manager.

- The Academic Manager or delegate (qualified assessor) will cross check all of the application and supporting documents and assess whether they support the awarding of Competent for each of the units of competency in the course.

- Students will be asked to participate in an interview to clarify and confirm the evidence of competence.

- Students may be asked to do a skills test on specific areas if required to confirm their competence. Students must be given a full written report of the requirements for this assessment which must be signed by students and placed in the students' personal file.

- The RTO will calculate the exemptions (if any) and then work out the total course length.

- Credit will be awarded for those units for which students have demonstrated and received recognition of competency.

Steps in the RPL process

Once candidates have received information about the RPL process, they will review the RPL Kit and determine which qualification and/or competencies they are competent in.
There are six key steps:

1. Self-assessment against the competency standards in the RPL Kit for the qualification candidates are applying for, application and gathering of evidence of their skills such as any certificates, references, workplace documents, log books, pay slips

2. Interview with assessor, written test, written tasks and determining the job tasks and any clustering of competencies appropriate for the job role

3. Direct observation of performance in the workplace and assessment against competency standards relevant to their job role

4. Review of evidence of the candidates' competence, including documentation and assessments, and validation and verification of evidence

5. Reference checks, mapping of units achieved against qualification requirements

6. Informing candidates of overall outcome, provision of feedback and identification of any gaps and/or training needs, or application for certificate.

Outcomes

Following the RPL process, two outcomes are possible:

- The RPL is successful, and candidates may receive credit for the unit/s achieved
- The RPL assessment is not successful, and students will be required to undertake training and assessment for the unit/s.

Documenting the RPL process

All documentation of each candidate's participation in assessment, the feedback offered to the students by the assessor and outcome of the assessment must be retained according to the requirements of the VET Quality Framework. This documentation includes:

- Record of results (recorded as C or NYC)
- Copies of written comments on organisational forms; including candidate self-assessment
- Feedback sheets and assessment tools as feedback on progress or assessment outcomes for individual candidates.
- Copies of all supporting evidence

Documents

- *Request for RPL Application Kit Form*
- *RPL Application Kit*
- *RPL and Credit Transfer Application*