

RPL AND CREDIT TRANSFER POLICY

RELEVANT STANDARD(S):

Standards for Registered Training Organisations (RTOs) 2015	<i>Clause 1.1, 1.2, 1.4, 1.8, 1.12, 3.5</i>
---	---

PURPOSE

Training Station Australia is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015.

Training Station Australia offers Recognition of Prior Learning to all students and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of the National Training Packages, the Principles of Assessment and Rules of Evidence.

Training Station Australia has a process in place and provides a clear instruction and guidance on granting credit transfers to students for previously completed and formally assessed learning.

POLICY PRINCIPLES

Recognition of Prior Learning (RPL) Policy Principles

1. Recognition of Prior Learning (RPL) refers to an assessment process that assesses the competencies an individual may have acquired through accredited, non-accredited and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.
 - a. Accredited 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-accredited 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).
 - c. Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example staff management skills from the work place or cooking skills from a personal hobby).
2. Training Station Australia students may apply for a formal recognition of existing competencies against an AQF qualification or unit of competency that Training Station Australia is registered to deliver, prior to commencing their course of study.
3. Training Station Australia will provide adequate information to students including the 3.4.2 **RPL Kit** that contains the RPL information including:

RPL AND CREDIT TRANSFER POLICY

- a. Specific skills and documentation required for the unit of competency where the student wishes to be assessed;
 - b. RPL process and application;
 - c. Timeframe for RPL assessment;
 - d. Support that the Training Station Australia assessor can provide;
 - e. Costs and payment schedule associated with RPL; and
 - f. Appeals on all/part of the RPL outcome and associated fees (if applicable).
4. The assessor for the unit of competency being applied for will be the person responsible for providing the RPL Kit and all necessary information to the student in relation to the RPL process.
 5. The expectation will be upon the student to demonstrate competence to the assessor(s), including the provision of certification documentation. Competency may be derived from different sources, including, but not limited to:
 - a. Work experiences;
 - b. Work products;
 - c. Life experiences;
 - d. Training programs offered by industry, private or community-based providers which may or may not have been formally recognised;
 - e. Training programs undertaken overseas;
 - f. Informal learning programs;
 - g. Certification from another RTO.
 6. The RPL assessment decision will comply with the Principles of Assessment and Rules of Evidence as outlined in the SRTOs 2015 and the requirements of the relevant training package or VET accredited course.
 7. Certification documentation will be awarded on the basis of the results of the assessment process and in accordance with Training Station Australia's Certificate Issuance Policy.
 8. Students are informed in writing of the RPL assessment outcome within the timeframes specified in the RPL Kit. Where RPL is not granted for any unit of competency the written notification will include the reason for the decision.
 9. In cases where a student is not granted RPL and believes the decision should be reviewed, Training Station Australia will follow the procedures outlined in the Appeals Procedure Document.

Credit Transfer

1. Training Station Australia will accept and recognise the decisions and outcomes of another RTO.
2. Training Station Australia will apply credit to all relevant units of competency after conducting a review and verification of the authenticity of AQF certification documentation from other RTOs, and authenticated VET transcripts.

RPL AND CREDIT TRANSFER POLICY

3. 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 Training Station Australia.
4. Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory in order to verify authenticity. Original certification documentation will be returned to the applicant.
5. Training Station Australia is not obligated to issue an AQF qualification that is achieved wholly through recognition of units and /or modules completed at another RTO. (i.e. student cannot complete all of their training and assessment with another RTO, and requests that Training Station Australia issue the qualification under Recognition.)
6. 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.
7. Where the recognised AQF qualification and attributed units forms part of another AQF qualification, the student will only be enrolled in the additional units required to complete the new qualification. In such cases, fees will reflect reduced learning load.

Determining Equivalence

1. In the event the student wishes to credit units of competency that are not offered by Training Station Australia but fulfill the packaging rules for a qualification that Training Station Australia offers, Training Station Australia will refer to the National Register to determine if the unit of competency that the student wishes to credit is equivalent to any of the units that is within Training Station Australia scope.
2. In the event the student wishes to credit units from a superseded course, provisions from Training Station Australia's Transition Policy may apply on top of the provisions in this Policy.

Verification of Certification Documentation

1. Before providing credit on the basis of a qualification, statement of attainment, or record of results, the assessor/s for the unit/s of competency being assessed must authenticate the information in the document. This may be done through methods including, but not limited to: gathering feedback from the organisation that issued the document and confirming the content is authentic.

MONITORING AND IMPROVEMENT

Training Station Australia's General Manager is responsible for the RPL and credit transfer process and ensuring that all trainers and assessors make consistent judgements when conducting RPL assessments and that administration staff consistently verify certification documentation prior to credit transfer grants.

All RPL and credit transfer activities are monitored by the General Manager of Training Station Australia. The General Manager will ensure that areas for improvement identified are reviewed and acted upon following Training Station Australia's Continuous Improvement Policy principles.

RPL AND CREDIT TRANSFER POLICY

ANNEX A

Principles of Assessment

Fairness	<p>The individual student's needs are considered in the assessment process.</p> <p>Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual student's needs.</p> <p>The RTO informs the student about the assessment process, and provides the student with the opportunity to challenge the result of the assessment and be reassessed if necessary.</p>
Flexibility	<p>Assessment is flexible to the individual student by:</p> <ul style="list-style-type: none"> • reflecting the student's needs; • assessing competencies held by the student no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
Validity	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual student.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a student could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of student performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	<p>Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.</p>

RPL AND CREDIT TRANSFER POLICY**Rules of Evidence**

Validity	The assessor is assured that the student has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a student's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the student's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

RPL AND CREDIT TRANSFER POLICY

VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
Date	Policy Creation	BM	v. 1.0	Date.	Date.
14 Oct 2020	Policy revision and customisation	BM	V 2.0	14 Oct 2020	30 Nov 2021
20/11/2021	Policy review	DG	V2.1	20/11/021	30/7/2022

CUSTOMISATION INSTRUCTIONS

RTO INFORMATION	
Document Name	RPL and Credit Transfer Policy
RTO/Company Name	Training Station Australia
RTO Code	45731
Manager	General Manager