

STES

RTO Policy – Recognition of Prior Learning & Credit Transfer

Purpose	The purpose of this policy is to describe how STES will confirm and recognise the competencies students have obtained outside the formal education and training environment. These competencies may have been gained through informal or non-formal training or through life or work experience.
Inputs	<p>Standard 1 - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses</p> <p>1.2. For the purposes of Clause 1.1, the RTO determines the amount of training they provide to each learner with regard to:</p> <ul style="list-style-type: none"> a) the existing skills, knowledge and the experience of the learner <p>1.3. The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:</p> <ul style="list-style-type: none"> a) trainers and assessors to deliver the training and assessment; b) educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment; c) learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and d) facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment. <p>1.8. The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):</p> <ul style="list-style-type: none"> a) complies with the assessment requirements of the relevant training package or VET accredited course; and b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

1.9. The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration:

- a) when assessment validation will occur;
- b) which training products will be the focus of the validation;
- c) who will lead and participate in validation activities; and
- d) how the outcomes of these activities will be documented and acted upon.

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

Standard 3 - The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

3.5. The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

Policy

Where a learner provides suitable evidence they have successfully completed a unit or module, the RTO must provide credit for that unit or module; this must occur before commencement of the training and assessment program. Before providing credit on the basis of a qualification, statement of attainment or record of results, the information must be authenticated by contacting the organisation that issued the document and confirming the content is valid.

Students should not be charged fees for this recognition.

STES training and assessment practices are to be responsive learner needs and all assessment conducted by STES must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.

STES offers recognition of prior learning to individual learners Students are to be provided with adequate information, support and opportunities to engage in RPL.

Training and assessments systems, including RPL documentation, will be systematically validated.

Reference Documentation

Other reference documentation which relates to this P&P includes:

- Recognition of Prior Learning: An assessment resource for VET practitioners
- Guidelines for assessing competence in VET