

STES

RTO Policy & Procedure – Recognition of Prior Learning & Credit Transfer

Purpose	The purpose of this Policy & Procedure (P&P) 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.
Scope	This Policy & Procedure provides guidance on describe the manner in which Credit Transfer and Recognition of Prior Learning (RPL) will be conducted at the RTO.
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.

Requirement

The RTO must determine the amount of training they provide to each learner with regard to the existing skills, knowledge and the experience of the learner

The RTO is required to develop and implement approaches, including by providing access to suitable resources, facilities and trainers that ensure learners gain all relevant skills and knowledge.

The RTO must develop and implement a system to ensure that assessment judgements are consistently made on a sound basis. An assessment system includes not only the actual materials used directly in conducting assessment, but also policies, procedures and other supporting documents that inform the way assessment is conducted within the RTO.

All assessment must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.

The RTO must offer recognition of prior learning to individual learners

Where a learner provides suitable evidence they have successfully completed a unit or module, the RTO must provide credit for that unit or module. Before providing credit on the basis of a qualification, statement of attainment or record of results, you should authenticate the information in the document (e.g. by contacting the organisation that issued the document and confirming the content is valid).

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

Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.	
Policy	<p>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.</p> <p>Students should not be charged fees for this recognition.</p> <p>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.</p> <p>STES offers recognition of prior learning to individual learners Students are to be provided with adequate information, support and opportunities to engage in RPL.</p> <p>Training and assessments systems, including RPL documentation, will be systematically validated.</p>	
Identify Students needs Output Responsibility	<p>Meet with the student and discuss their training and assessment requirements making sure you cover:</p> <ul style="list-style-type: none"> • Any AQF qualifications and statements of attainment issued by other RTOs • Their on the job experience • Their special needs, if they have any <p>Students Needs identified</p> <p>CEO / Training Manager</p>	Tools & Templates <ul style="list-style-type: none"> •
Credit Transfer Output Responsibility	<p>Verify the authenticity of any AQF qualifications and statements of attainment issued by other RTOs and issue credits as appropriate.</p> <p>Student Training & Assessment Plan</p> <p>CEO / Training Manager</p>	Tools & Templates

RPL Process	<p>Although it is acknowledged that RPL process will be different for different qualifications and situations it is recommended that RPL follows these steps:</p> <ul style="list-style-type: none"> • Self-evaluation - before enrolment the client completes a self-evaluation. • Knowledge and skills conversation – after enrolment the assessor interviews the client during which time the client may produce relevant documents such as third party reports, work samples, licenses, academic records, resume, references etc. • Confirmation – the assessor confirms claims made by the client with third parties. • Demonstration of competence – following the interview the client completes the assessment tasks including practical activities. 	Tools & Templates
Output	RPL Process	
Responsibility	CEO / Training Manager	

Initial contact	<p>Provide the Candidate with the RPL Candidate Self-evaluation document and meet to and discuss RPL. Ensure you cover:</p> <ul style="list-style-type: none"> • What it is and how it works • How they will be assessed • Their special needs, if they have any • What evidence they need to provide • The roles and responsibilities of each party • The cost of the RPL • The time allowed to complete the RPL • The Student Appeals process in accordance with STES P&P – Complaint & Appeals 	Tools & Templates
Output	Students needs identified	<ul style="list-style-type: none"> • <i>STES P&P – Complaint & Appeals</i>
Responsibility	CEO / Training Manager	

<p>Enrol the Student</p> <p>Output</p> <p>Responsibility</p>	<p>Based on the outcome of the self-evaluation enrol the student in all or part of a Course or Qualification in accordance with STES P&P – Enrolment & Confirmation.</p> <p>Student Enrolled</p> <p>Administration Officer</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>STES P&P – Enrolment & Confirmation</i>
<p>Assess knowledge and skills</p> <p>Output</p> <p>Responsibility</p>	<p>Assess the student’s knowledge and skills.</p> <p>Completed RPL Review</p> <p>Who is responsible – use titles not names</p>	<p>Tools & Templates</p>
<p>Conduct Assessment</p> <p>Output</p> <p>Responsibility</p>	<p>Assess the student’s competency.</p> <p>Generally the assessment tools already developed for the Unit or Qualification will be used.</p> <p>Record details of the assessment outcomes in an assessment summary document for the Unit or Qualification.</p> <p>Completed Assessment Summary</p> <p>CEO / Training Manager</p>	<p>Tools & Templates</p>
<p>Inform the student of the assessment outcome</p> <p>Output</p> <p>Responsibility</p>	<p>Once the assessment process has been completed inform the client of your decision for each unit. Where they failed to demonstrate competency discuss gap training options.</p> <p>Assessment Outcome</p> <p>CEO / Training Manager</p>	<p>Tools & Templates</p>



Feedback	Ask the client to provide feedback on the RPL process using STES Template – Student Feedback Form in accordance with STES P&P – Collect & Analyse Data.	Tools & Templates <ul style="list-style-type: none"> • <i>STES Student Feedback Form</i> • <i>STES P&P - Collect & Analyse Data</i>
Output	Student feedback	
Responsibility	CEO / Training Manager	
Records Management	<p>Key documents such as the assessment summary will be placed on the RTO's Student Management system.</p> <p>Results are to be entered into PowerPro on completion of all assessment activities.</p>	Tools & Templates <ul style="list-style-type: none"> • <i>PowerPro</i>
Output	Completed Assessment Summary and Student Records	
Responsibility	Administration Officer	
Key Performance Indicator:	The effectiveness of this P&P will be measured through the validation of RPL assessment and Credit Transfers conducted.	