RPL AND CREDIT TRANSFER POLICY

RELEVANT STANDARD(S):

Standards for Registered Training Organisations (RTOs) 2015	***Standard 1 | Chapter 4 – Training and Assessment*** - *Clause 1.12* ***Standard 3 | Chapter 2 - Enrolment*** - *Clause 3.5*

PURPOSE

High Risk Training Academy is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. As such, High Risk Training Academy offers Recognition of Prior Learning to all learners and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment and Rules of Evidence. Likewise, High Risk Training Academy 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.

SCOPE

High Risk Training Academy is committed to providing effective processes for Recognition of Prior Learning (RPL) and Credit transfer to all current and prospective students.

High Risk Training Academy will ensure that:

1. assessment systems, including recognition of prior learning (RPL) complies with the assessment requirements of relevant training packages and VET accredited courses;
2. RPL is conducted in accordance with the principles of assessment and rules of evidence;
3. RPL is offered to all students on enrolment;
4. adequate information and support are provided to learners in order to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim;
5. it will recognise AQF certification documentation issued by other RTOs;
6. students will be made aware of their right to apply for a credit transfer;
7. it complies with the VET Regulator's guidelines in processing and granting credit transfer.

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 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).

c. Informal learning refers to learning that results from 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).

2. High Risk Training Academy students may apply for a formal recognition of existing competencies against and AQF qualification or accredited course or unit of competency or module that High Risk Training Academy is registered to deliver prior they commence their course study.

3. High Risk Training Academy will provide adequate information to students including the **RPL Kit** that contains the RPL information including:

   a. the 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. any support that the High Risk Training Academy assessor can provide;

   e. costs and payment schedule associated with RPL;

   f. making 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 burden will be upon the candidate to demonstrate competence to the assessor(s), including the provision of certification documentation. Competency may be derived from many sources, including, but not limited to:

   a. work experiences;

   b. work product;

c. life experiences;

d. training programs offered by industry, private or community-based providers which may or may not have been formally recognized;

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 Standards for Registered Training Organisations (RTOs) 2015 and the requirements of the relevant training package and VET accredited course.

7. Certification documentation will not be issued unless all relevant fees are paid in full. Certification documentation are issued in accordance with High Risk Training Academy'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 it to be reviewed, High Risk Training Academy will follow the procedures outlined in the Appeals Procedure Document.

Mutual Recognition / Credit Transfer

1. High Risk Training Academy will accept and mutually recognise the decisions and outcomes of any RTO or entity in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the certification documentation awarded by other RTO's or AQF Authorised Issuing Organisations.

2. High Risk Training Academy will apply credit to all relevant units of competency/modules after conducting a review and verification of validity of AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar.

3. Mutual Recognition applies when the certification documentation provided by the learner contains the same national competency code as those that form part of the training and assessment program offered by High Risk Training Academy.

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. High Risk Training Academy is not obligated to issue an AQF qualification or statement of attainment that is achieved wholly through recognition of units and /or modules completed at another RTO. (i.e.

learner cannot complete all of their training and assessment with another RTO, and requests that High Risk Training Academy issue the qualification under Recognition.)

6. The amount of recognition contributing to the issuance of a certification (i.e. using units/modules completed at other RTOs) will depend on the discretion of High Risk Training Academy.

7. In the event a learner wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then learner will be advised that the completion of the assessment is not necessary, however, may be offered as an option.

8. Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the learner 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 learner wishes to credit units of competency that are not offered by High Risk Training Academy but fulfill the packaging rules for a qualification that High Risk Training Academy offers, High Risk Training Academy will refer to the National Register to determine if the unit of competency that the learner wishes to credit is equivalent to any of the units that is within High Risk Training Academy scope.

2. In the event the learner wishes to credit units from a superseded course, provisions from High Risk Training Academy's Transition of Superseded Courses 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 valid.

MONITORING AND IMPROVEMENT

High Risk Training Academy's Training 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 admin staff consistently verify certification documentation prior to credit transfer grants.

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

ANNEX A

Principles of Assessment

Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs. The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible to the individual learner by: • reflecting the learner's needs; • assessing competencies held by the learner 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	Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires: • 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 learner could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence

Validity	The assessor is assured that the learner 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 learner's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner'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.

VERSION CONTROL

Version Control Table					
Date	**Summary of Modifications**	**Modified by**	**Version**	**Date of Implementation**	**Next Review Date**
Date	Document creation	360RTO Solutions	v. 1.0	20/06/2024	19/06/2025

RTO INFORMATION

RTO INFORMATION	
Document Name	RPL and Credit Transfer Policy v1.0
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