

PP004 Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy and Procedure

Version Control

Version	Date	Description
1	August 2015	Alignment to Standards for RTOs (2015)
2	30/06/2020	Formalisation of Norgrove Training's RPL/RCC and CT activities into a policy and procedure. Updating of both the RPL/RCC Assessor and Applicant Assessment Tool templates. Introduction of a notification of outcome email templates for successful and unsuccessful applicants.
3	20 November 2020	Traineeship requirements included in preparation for 2021 delivery.
4	June 2021	Minor changes to wording
5	July 2022	Minor changes to wording
6	Feb 2023	Logo Change
7	July 2023	Minor changes to wording and supporting documents

POLICY

This Policy and Procedure is in place to inform students and staff of Norgrove Training, of the requirements for applying for and being awarded Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC), for any nationally recognised qualification or unit of competency (unit) offered. For the purposes of ease, RPL and RCC will be referred to as 'RPL' within this Policy and Procedure.

This Policy and Procedure also outlines Norgrove Training's commitment to mutually recognising units of competencies, accredited courses, skill sets and full qualifications, issued by other Registered Training Organisations (RTO), or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar of Unique Student Identifier, (unless licensing or regulatory requirements prevent this).

Each application will be assessed on its own merits and in accordance with Norgrove Training's **Fair Treatment and Equal Opportunity Policy and Procedure**.

SCOPE

This Policy and Procedure covers all of Norgrove Training's applicants and students, through the inbound services.

All student services, trainers and assessors, administration and management staff, must adhere to this Policy and Procedure.

RESPONSIBILITIES AND ACCOUNTABILITIES

This version of the Policy and Procedure and any amendments to related documents, have been authorised by Norgrove Training's Chief Executive Officer (CEO). The RTO Manager, as delegated by the CEO, is responsible for ensuring this Policy and Procedure is implemented at all times. The RTO Manager is also responsible for ensuring this Policy and Procedure is maintained and up to date through an annual revision, as well as through any ongoing quality activities, including audits and feedback.

PROCEDURES

RECOGNITION OF PRIOR LEARNING AND CURRENT COMPETENCIES

Recognition of prior learning (RPL) and recognition of current competencies (RCC), involves the assessment of the previously unrecognised skills and knowledge, an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process), in which the individual's formal, non-formal and informal learning is assessed. This assessment determines the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a program of study.

In order to grant RPL, Norgrove Training assessors determine whether the RPL student is currently competent, against the endorsed industry or enterprise competency standards, or outcomes specified in Australian Qualifications Framework (AQF) accredited qualifications and courses, through application of a range of assessment strategies.

Norgrove Training appreciate the value of workplace and industry experience and recognises that students will acquire vocational skills and knowledge, from a variety of sources other than formal training. These skills are legitimate, irrespective of how they were acquired and the RPL process is designed to provide validation of such relevant skills, without the need to repeat this learning should RPL be granted.

Information about RPL

Applicants who believe they have already obtained current skills and knowledge, that would otherwise be covered in the qualification/unit of competence for which they intend to study, or where these skills and knowledge is identified by a trainer and assessor, will be encouraged to apply for RPL, at the time of enrolment, or at least 14 working days prior to the unit/s commencement to allow for sufficient assessment of the evidence submitted. Reference to RPL services is made available to the students through the **Application and Enrolment Information Sheet, Registration Form**, and the **Student Handbook**.

RPL applicants must in the first instance, complete and submit an **RPL-RCC-CT Application Form**. This is issued by Norgrove Training's Administration team, as part of inbounding services or at induction and is made available through the **Student Induction Handbook**. From this point, the applicant will be assigned an assessor and issued with a qualification specific **RPL Applicant Assessment Tool Kit** for their completion.

Wherever relevant, trainers and assessors will also remind students of this option progressively throughout their time in training, in order to provide multiple opportunities for students to engage in the RPL process. Once again, the student must submit their RPL application, no later than 14 working days prior to the unit/s commencement, to allow for sufficient assessment of the evidence submitted.

Students who have completed a nationally recognised qualification/unit, that has the exact same code as a unit currently enrolled/enrolling within, will be eligible for credit transfer for the particular unit(s) and will be referred to the **Credit Transfer** arrangement in place.

RPL Fees

RPL applicants are advised that this service will incur a \$400 per unit assessment fee, as part of the application, specifically on the **RPL-RCC-CT Application Form**. Payment is due after the service is completed for enrolled students and must be received in full, prior to Norgrove Training issuing any certification documentation to the student.

Undertaking RPL Services - Principles

Norgrove Training acknowledges and ensures, that the same rules and evidence and assessment principles as for all other assessment activities, are adhered to in their delivery of RPL services. RPL services are always conducted with the same rigour as any other form of assessment and its RPL training product material, is developed to align with the packaging rules of the relevant qualification.

The RPL student, is required to collect sufficient and documented evidence of prior competency experiences and ensure that these are listed as evidence, which is to be considered in the decision to grant RPL. This usually will include, but is not limited to, the provision of:

- documented self-appraisal of skills and knowledge (self-evaluation)
- a record of experience relevant to the intended qualification such as a resume
- evidence in the form of at least two **Third Party Reports** from previous employers - the assessor will make contact to validate the information provided and/or require further detail.
- evidence in the form of prior qualifications (that may be redundant on Training.gov)
- where applicable and in accordance with the unit of competency requirements, practical and knowledge tests, addressing the elements and performance criteria of the unit and the skills required, as a minimum in the relevant qualification.
- for students who may not have access to previous employer/s, justification, evidence can be obtained in the form of a referee testimonial from someone with the relevant industry, such as a business associate, or from other evidence like customer reviews. The person providing the evidence, must be independent and able to provide unbiased judgement of the RPL applicant's workplace performance, and

- for self-employed students, RPL evidence is reviewed on a case-by-case basis. In these instances, the assessor will retain justification evidence in the form of a referee testimonial from someone within the relevant industry, such as a business associate, or from other evidence like customer reviews. The person providing the evidence must be independent and able to provide unbiased judgement of the RPL applicant's workplace performance.

All employment evidence is verified by the assessor, as part of the RPL service, in relation to the authenticity of employment and detailed the industry experience of, and qualifications held by, the letters' authors.

A competency conversation, based on prescribed questions is held with the student, as a critical assessment strategy and is recorded in the **RPL Applicant Assessment Tool Kit** documentation.

Norgrove Training's RPL services are always conducted by a qualified assessor, assigned by the RTO Manager.

The **RPL Applicant Assessment Tool Kit** is the RTO's primary document, that maps key requirements of the qualification/unit of competency and includes identification of critical aspects of evidence and the required skills and knowledge for units claimed. The **Tool Kit** lists the range of valid assessment evidence, which is required to be considered in the decision to grant RPL for the student and links it to the relevant unit requirements. The assessor is supported through referencing the **RPL Assessor Assessment Tool Kit**, with a **Tool Kit** available for each qualification on Norgrove Training's scope of registration.

Outcome of the RPL Service

Written advice of the outcome will be forwarded to the applicant/student, within 14 days of the final decision. For units that are granted RPL:

- the student is exempt from having to complete those units, and
- the units will contribute to the student's eligibility to obtain their full qualification.

Should the assessor deem that the student satisfies all the qualification/unit requirements, as outlined in the qualification specific **RPL Applicant Assessment Tool Kit**, he/she will:

- make the appropriate adjustments to the student's planned **Training Plan** and **Memorandum of Understanding**
- advise the RTO Manager, so that full recognition is granted and the appropriate recording is made within VETtrak, the student management system and that a review of the fees and charges is made, and
- store the student's completed **Assessment Tool Kit** and accompanying evidence, on the designated student file.

Should the assessor deem that the student does not fully satisfy all the qualification/unit requirements, as outlined in the qualification specific **RPL Applicant Assessment Tool Kit**, he/she will initially request further evidence to be assessed, and should that remain insufficient:

- recommend gap training and/or confirm the original training schedule.
- advise the RTO Manager, so that the appropriate recording is made within VETtrak, the student management system.
- ensure the documents are stored on the designated student file, and
- advise the student of the RTO's **Complaints and Appeals Policy and Procedure**.

Norgrove Training takes care to ensure that the sequence of any gap training and assessment and the RPL, are in accordance with unit of competency requirements.

Appealing the RPL Decision

All RPL applicants have the right to appeal any decision made about their RPL application, in accordance with Norgrove Training's **Complaints and Appeals Policy and Procedure**. Should their application not be successful, the RTO Manager will provide further detail, about this procedure as part of the written outcome advice of the application.

CREDIT TRANSFER

Credit transfer refers to the transferral of academic credit previously obtained by students, through participation in courses or national training package qualifications with other RTOs, towards a qualification offered by Norgrove Training. Credit transfer is granted on the basis that the credit validates the student's competency within, the relevant qualification/unit of competence. Credit transfer of a qualification/unit of competence, is available to all students enrolling in any training program offered by Norgrove Training, to assist them in meeting the requirements of that qualification.

Information provided to Norgrove Training for the purposes of a credit transfer, is verified by way of:

- USI transcript verification or
- requests for original or certified copies of original documents, (however the originals must always be sighted by a Norgrove Training staff member) and validation, with the issuing RTO.

Where originals or certified copies are presented, the Administration staff officer will:

- for original documentation: take a copy, sign, and date, that it was officially sighted and contact the issuing RTO, to ensure the authenticity of the documentation.
- for certified copies: ask to sight the original documents, sign, and date, that it was officially sighted and contact the issuing RTO, to ensure the authenticity of the documentation.

For SA funded students, under no circumstances may this procedure be circumvented through accepting advice in the SA departmental Skills and Employment Portal, that suggests that the student completed the qualification/unit/s with that RTO.

In the case where the issuing RTO has closed, Norgrove Training's RTO Manager will contact ASQA, to seek a confirmation transcript of previous studies.

Information about Credit Transfer

All new students will be informed of the availability of credit transfer and the evidence requirements, prior to commencement of training, including referencing through the **Application and Enrolment Information Sheet, Registration Form**, and the **Student Handbook**.

If a student indicates on their **Registration Form**, or to an RTO representative, that they would like to apply for a credit transfer – they will then be provided with the **RPL-RCC-CT Application Form**, which the student must sign and return with supporting documents, to the Administration team.

Credit Transfer Fees

There is no cost associated to credit transfer services.

Credit Transfer Requirements

Students may apply for credit transfer at any time but are encouraged to apply before commencing the relevant unit/s of competency. Applications must be received, at least 14 days prior to the unit/s commencement, to allow time for verification of the evidence submitted.

Credit Transfer may only be awarded for whole units of competency. Where a partial credit is identified, the applicant will be advised to seek **Recognition of Prior Learning (RPL)** services.

Credit transfer arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated, then the unit will be recognised.

Students cannot apply for credit transfer for units of competency or qualification, which are not included in Norgrove Training's scope of registration, unless they meet the packaging rules of the chosen qualification.

Norgrove Training's CT services are always approved by the RTO Manager.

Outcome of the Credit Transfer Service

Written advice of the outcome will be forwarded to the applicant/student, within 14 days of the final decision. For units that are granted credit transfer:

- the student is exempt from having to complete those units, and
- the units will contribute to the student's eligibility, to obtain their full qualification.

Should the assessor deem that the student satisfies all the qualification/unit requirements, he/she will:

- make the appropriate adjustments to the student's planned **Training Plan** and **Memorandum of Understanding**
- advise the RTO Manager, so that full recognition is granted, and the appropriate recording is made within VETtrak, the student management system and that a review of the fees and charges is made, with a refund organised if required, and
- store the student's completed **RPL-RCC-CT Application Form** and accompanying evidence, on the designated student file.

Should the assessor deem that the student does not fully satisfy all the qualification/unit requirements, he/she will initially request further evidence to be assessed, and should that remain insufficient:

- recommend gap training and/or confirm the original training schedule.
- advise the RTO Manager, so that the appropriate recording is made within VETtrak, the student management system.
- ensure the documents are stored on the designated student file, and
- advise the student of the RTO's **Complaints and Appeals Policy and Procedure**.

Subsequent to Enrolment

A student who is studying another course at the time of their enrolment, or commences another course subsequent to their enrolment, will become eligible for a credit transfer for any common units after commencement of their course with Norgrove Training. In these circumstances, Norgrove Training will process a credit transfer application, providing the unit/s have not already been delivered and assessed as competent by Norgrove Training.

Appealing the Credit Transfer Decision

All credit transfer applicants have the right to appeal any decision made about their credit transfer application, in accordance with Norgrove Training's **Complaints and Appeals Policy and Procedure**. Should their application not be successful, the RTO Manager will provide further detail about this procedure, as part of the written outcome advice of the application.

SOUTH AUSTRALIAN FUNDING REQUIREMENTS

Norgrove Training understands that the use of RPL is closely monitored by the Department, as the attainment of any qualification, funded under the Agreement, is expected to comprise substantial skill and knowledge development, rather than large amounts of RPL activity.

Where much of the qualification is likely to be achieved through RPL, Norgrove Training will assess and support the applicant to enrol in a higher-level qualification, to ensure that skill levels are increased. This may be through a referral to another RTO, with suitable qualification/s on its scope of registration.

Where Norgrove Training wishes to claim funding, for a student who has opted for and completed RPL services for specific unit/s, Norgrove Training will claim 50% of the published funding (AVETMISS result code 51 or 52).

TRAINEESHIP REQUIREMENTS

A trainee may be given credit or recognition for relevant skills or experience in the nominated traineeship, however any trainee that requests credit, must be referred to their Apprenticeship Network Provider (ANP), as credit should have been requested at the time of signing the **Training Contract, if a trainee has partly completed the same occupation and qualification under a previous Training Contract**. In this situation, credit will be given automatically, and this will reduce the term of the Training Contract with Norgrove Training.

A trainee **may seek credit, for all other relevant training and industry experience, such as pre-vocational training or pre-apprenticeship training, and for relevant units of competency and qualifications that they have already achieved**, through applying this Policy and Procedure and which may result in fewer units of competency needing to be completed, for the qualification.

Norgrove Training always offer RPL/RCC to the trainee when developing their **Training Plan (Traineeship)**.

Norgrove Training will supply supporting documentation to the SA government's Traineeship and Apprenticeship Services, accompanying the Training Plan and through the ANP, or employer (who is responsible for uploading the documentation into the ATLAS system).

SUPPORTING DOCUMENTS

D004-01	RPL-RCC-CT Application Form
D004-03	RPL-RCC Assessor Tool Kit Template
D004-02	RPL-RCC Applicant Tool Template
D002-04	Application and Enrolment Information Sheet
D002-05	Registration Form
D002-17	Training Plan Template
D002-18	Training Plan (Traineeship) Template
D005-01	MOU Template
D002-01	Student Handbook
D002-12	Student Induction Handbook

SUPPORTING CHECKLISTS

C002-02	Student Application and Enrolment Checklist
---------	---

RELATED POLICIES AND PROCEDURES

PP011	Complaints and Appeals Policy and Procedure
PP013	Fair Treatment and Equal Opportunity Policy and Procedure
PP009	Reasonable Adjustment Policy and Procedure