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**PURPOSE**

The objective of this policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised. This policy and the corresponding procedure provide a process for assessing and recognition of prior learning, whilst preserving the integrity of the award and complying with the underpinning requirements of the course/award to which it applies.

Course credit may also be awarded for Recognition of Prior Learning (RPL). The process for Credit Transfer is included in *Credit Transfer Policy & Procedure*.

**SCOPE**

Applicants, whether they are current or prospective students, will be offered an outcome to meet their specific circumstances within AIT's Scope of Registration, subject to the fees and charges (subject to change and review annually).

**DEFINITIONS**

**AQF** means Australian Qualifications Framework which can be accessed at <http://www.aqf.edu.au/>

**Certification document** means a Testamur, Statement of Attainment or Record of Results

**Credit** means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program

**Course** means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

A **Confirmation of Enrolment letter (CoE)** is a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

**Formal learning** means any learning that occurs place through a structured program of instruction and is linked to the attainment of a formal qualification or award, such as certificates, diplomas or higher education degree.

**Informal learning** means learning resulting from daily work- related, family or leisure activities, such as cash handling skills through several years as a treasurer of a club.

**Non-formal learning** means learning through a programme but it is not usually evaluated and does not lead to certification, such as in-house training and business-run professional development or on-the-job training.

**Record of Results** is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment

**Registrar** means the Student Identifiers Registrar

**PRISMS** means Provider Registration and International Students Management System

**RPL** means Recognition of Prior Learning

**SRTOs** means the Standards for RTOs 2015 – refer definition of ‘Standards’

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)

**Statement of Attainment** confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

**Testamur** is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an ‘award’, ‘qualification’ ‘parchment’, or ‘certificate’

## **POLICY**

Students are required to submit the RPL Application Form and issued RPL Kit in order to be formerly assessed.

### **Assessment of RPL Applications:**

- The RPL Policy is to be consistent with the *Access and Equity Policy*.
- Only accredited assessors will conduct RPL assessments on behalf of AIT. All RPL assessments are to comply with the requirements detailed in the training product documentation (or as per VET accredited course where applicable).
- RPL Applications are available from AIT. RPL and Credit transfer options are detailed to the prospective student and options for these are explored during the recruiting pre-enrolment process.
- The general principle to be observed is that “As the level of risk increases, there should be a corresponding increase in the rigor of the RPL processes”.
- AIT ‘s RPL Policy is based on National Assessment Principles and AIT assessment process shall provide for the recognition of prior learning regardless of where this was acquired.

### **Assessment Process Requirements**

The assessment process will cover the following:

- 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 course where applicable).
- Assessment processes should cover the broad range of skills and knowledge needed to demonstrate competency.
- Assessment of competency should be a process that integrates knowledge and skills with their practical application.
- During assessment, judgments to determine an individual's competency, wherever practicable, are based on evidence gathered on a number of occasions and in a variety of contexts or situations, including the validation of evidence.
- Assessment processes should be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
- Assessment should cover both on and off the job components of training.
- Assessment processes should provide for the recognition of competencies no matter how, where or when they have been acquired.
- Assessment processes should be made accessible to individuals so that they can proceed readily from one competency standard to another.
- Assessment practices must be equitable to all groups or individuals.

- Assessment procedures and the criteria for judging performance must be made clear to all individuals seeking assessment.
- The assessment approach should be participatory – the process of assessment should be jointly developed / agreed between the assessor and the candidate.
- The assessment evaluation will include the verification of the currency, relevance and authenticity of the documents submitted. A referee check will be conducted where required to confirm the authenticity of evidence and conferring institutions be contacted to validate the document/s presented.
- Opportunities must be provided to allow individuals to challenge assessments and provision must be made for reassessment in accordance with the *Complaints and Appeals Policy*.

### **AQF Qualification Recognition**

- As required by the SRT0 2015 AIT as an RTO must accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by RTO's.
- AIT Assessors must accept and recognise Statements of Attainment and AQF qualifications gained from other RTO's where Nationally Recognised Training, Australian Qualifications Framework or State logos are justifiably used and competency is determined to be current and relevant. Assessment or re-assessment in such cases infringes an applicant's recognition rights and is non-compliant with the Standards for RTOs 2015.
- In the event a client / stakeholder wishes to undertake training in a recognised training program for refresher purposes, then they will be advised that the assessment at the learning level will not be necessary, however, may be offered as an option.
- Where the recognised AQF qualification forms part of another AQF qualification, the client / stakeholder will be enrolled in the additional units only.
- Clients / Stakeholders with part AQF qualifications will be required to provide documented evidence of their qualifications.
- An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of qualifications can be justified.

### **Granting of Recognition and Credit**

- Where RPL or course credit that reduces the overseas student's course length, AIT will inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
- When granting RPL or course credit to an overseas student, AIT must give a letter of notification of the decision to the overseas student to accept and retain. The written record of acceptance must be retained by AIT for two years after the overseas student ceases to be an accepted student.
- Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
- Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.

### **Recognition Fees**

The fees for RPL are as follows:

- Recognition for qualifications up to and including Certificate III will incur a cost as per unit cost chart
- Recognition for Certificate IV will incur a cost per unit cost chart
- Recognition for Diploma and Higher will incur a cost per unit cost chart
- There is no associated cost for AQF Qualification Recognition unless a mapping document has to be developed in this case a fee would apply per unit cost chart.

Certificates or Statements of Attainment will not be issued until all fees are paid and the student has a current USI number.

**PROCEDURE**
**1. Initial Enquiry and Student briefing**

Procedure	Responsibility
Student makes an enquiry regarding RPL.	Student
a) Discuss with the student to determine if the student already possesses certification documentation relevant to unit/modes from another RTO. b) If student already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer Procedure. c) If the student does not have certification documentation relevant to unit/modes from another RTO. <ol style="list-style-type: none"> <li>i. Explain the process of RPL and requirements regarding assessment.</li> <li>ii. Provide student with '<b>RPL Application form</b>'.</li> <li>iii. Confirm and book a time for student to submit '<b>RPL Application form</b>'.</li> </ol>	Training Manager
a) Meet with student; accept ' <b>RPL Application form</b> '. b) Inform students assessment requirements, including: <ol style="list-style-type: none"> <li>i. Expectations of the student;</li> <li>ii. Types of evidence;</li> <li>iii. RPL assessment process;</li> <li>iv. Principles of assessment;</li> <li>v. Rules of evidence;</li> <li>vi. Submission timeframes.</li> </ol> c) Confirm the units /modules the student is seeking to complete as RPL. d) Supply RPL information and documentation including RPL Kit (applicable parts) to student. e) Conduct an assessment briefing session with the student to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules. f) Provide ' <b>RPL Application form</b> ', to relevant officer for Enrolment processing.	Training Manager

**2. RPL Assessment**

Procedure	Responsibility
a) Student completes all assessment requirements for each unit/module/cluster. b) Student takes and keeps a copy of the completed assessment prior to submission. c) Student submits assessment for marking.	Student
a) Upon receipt of assessment submission, stamp/note the date the assessment was received. b) Enter the details of the assessment submission into in SMS c) Provide copy of unmarked Assessment to Assessor for marking.	Training Manager

**3. Making Assessment judgement**

Procedure	Responsibility
a) Mark assessments in order of date received, ensuring all assessments are marked within two (2) weeks of receipt. b) Use the RPL Kit for the unit/module to assist with judgement. c) Where reasonable, if minor clarification is required from student to determine a successful outcome, contact the student by telephone and discuss. d) Make relevant assessment judgement taking into account: <ol style="list-style-type: none"> <li>a. Elements and performance criteria for the unit/module;</li> <li>b. Assessment requirements;</li> <li>c. Principles of Assessment; and</li> <li>d. Rules of Evidence;</li> <li>e. Competency standard required in the workplace.</li> </ol> e) Complete all relevant documentation. f) Provide written feedback on assessment as appropriate.	Assessor

Procedure	Responsibility
g) Contact/ Meet with the student, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate. h) Advise student of right to appeal. i) Enter notes into Student records for SMS. j) Forward all assessment documentation for processing.	

#### 4. Processing Marked Assessments

Procedure	Responsibility
a) If Assessment judgement is "NS" (Not Satisfactory): <ol style="list-style-type: none"> <li>i. Insert feedback as why the assessment is NS</li> <li>ii. Update Student record with assessment result.</li> <li>iii. Make a note that the assessment has been returned for further evidence and submission.</li> <li>iv. Return marked Assessment to the student.</li> </ol> b) If Assessment judgement is "C": <ol style="list-style-type: none"> <li>i. Update the Record and file all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)</li> <li>ii. Update the Record / Cover sheets</li> <li>iii. If student is due for the Issuance of Certification Documentation, indicate what certification is to be issued.</li> <li>iv. Update student record in SMS with assessment result.</li> </ol>	<b>Assessor Student Support</b>

#### 5. Student completes further assessment submission

Procedure	Responsibility
a) Student completes all assessment requirements for each unit/module/cluster. b) Student takes and keeps a copy of the completed assessment prior to submission. c) Student submits assessment for marking.	<b>Student</b>

#### 6. Receiving further Assessment submissions

Procedure	Responsibility
a) If this is the second (2 <sup>nd</sup> ) submission of an Assessment, Refer to Step 2. b) If this is the third (3 <sup>rd</sup> ) submission of an Assessment: <ol style="list-style-type: none"> <li>i. Advise the Student of the re-submission fee;</li> <li>ii. Raise and send invoice to Student for re-submission;</li> <li>iii. Invoice must be paid prior to assessment being marked;</li> </ol> Once re-submission invoice has been paid, refer to Step 2.           c) If this 3 <sup>rd</sup> submission of an Assessment is deemed NC; student is to be referred to the Training Manager who will investigate the student capacity to re-enrol or participate in a catch-up class. Fees apply.	<b>Assessor Admin Officer Training Manager</b>

#### 7. Assessment Evaluation

Procedure	Responsibility
a) Get Student feedback. b) Student feedback should be returned to the Trainer, if the Trainer is not available return to the Student Support. c) All feedbacks are to be forwarded to the Training Manager.	<b>Trainer Student Support Training Manager</b>
a) Get Assessor Evaluation. b) Submit evaluation to Training Manager c) Forward evaluation for storage.	<b>Assessor Training Manager</b>