Australian College for Excellence(ACE)

Achieve your goals through excellence

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ACE RPL and Credit Transfer (CT)
Policy & Procedure

Document Details

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Legislative Context

Standards for Registered Training Organisations (RTOs) 2015; Standard 2 Clause 3.5

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 2 Clause 2.3, 2.4, 2.5

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PURPOSE

This policy is to ensure that the students are advised of and have access to undertake alternative recognition pathways by assessing with quality and consistency of their completed Qualification(s), where it recognises the skills & knowledge gained through prior work experiences or previous study outcomes based on education & training.

SCOPE

This policy applies to all students of ACE and all the courses on ACE's scope of registration.

OBJECTIVE

Australian College for Excellence (ACE) should effectively

- Assess and provides Credit Transfer / RPL for the units of competency in a timely manner.
- Maintains the integrity of the qualification and complies with the requirements of the educational framework of the course.
- Provide the opportunity to the students to gain maximum recognition for prior learning or credit transfer in a course, based on the skills and knowledge they gained through prior work experiences or in education and training.

DEFINITIONS

AQF Qualification – The Australian Qualifications Framework (AQF) regulated qualifications in the Australian Education and Training System.

Assessment - Assessment is the process of collecting evidence and making judgements on the extent and nature of performance and other requirements, as described in a set of standards, or learning outcomes,

resulting in a judgement of whether competency has been demonstrated. Effective and objective assessment is key to the successful implementation of competency standards in the workplace and in education. This is the judgement of performance and knowledge against the relevant industry competency standards. Assessment is carried out by the comparison of a student's evidence of skills and knowledge, against the requirements of the Standards.

Recognition of Prior Learning (RPL) – RPL is an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences to determine 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 VET Qualification.

Credit Transfer – Credit Transfer is the transfer of credits from units of competencies achieved in formal and nationally recognised education and training system in Australia to equivalent units of competencies, satisfying the required competency standards. It is a process that provides a student with credit for previous formal study that is equivalent to their nominated qualification.

Unit of Competency – A Unit of Competency is the component of a Training Package will be assessed and recognised. It is the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace.

Training Package – Training package is a set of qualifications for a defined industry, occupational area or enterprise endorsed by the industry or its delegate in accordance with the standards for Training Packages. Training packages also detail how units of competency can be packaged into nationally recognised and portable qualifications that comply with the AQF.

POLICY

This policy outlines how ACE supports the RPLs and CTs through the standard process, which is fair, transparent, and consistent. The policy distinguishes the procedure to recognise valid Certificates (with Record of Results) and/or Statements of Attainment issued by ACE or other registered training organisations as evidence for credit transfer and or part of the evidence in RPL, to be recognised they must map to the current unit of which credit is sought. This policy also describes how ACE supports RPL, where

people can gain entry to or credit in recognised courses based on competencies gained through experience in the workplace, in voluntary work, in social or domestic activities or through previous informal or formal training. It involves the assessment of evidence that the student supplies to demonstrate that they are currently competent in all the required assessment criteria of the Unit of Competency for which they are requiring a credit.

PROCESS

CREDIT TRANSFER (CT)

CT is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

The Credit Transfer (CT) process involves:

- Student must apply for CT by submitting the completed ACE – Credit Transfer Application Form
- Students are expected to apply for CT before they enrolled to the determined course.
- Certified copy of Certificate for the completed qualification or Statement of Attainment must be submitted to ACE Administration either in person or via email to admin@acemelbourne.edu.au
- ACE Administration will do mapping, comparing, and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification.
- ACE Administration making a judgement about the credit to be assigned between the matched components of the two qualifications.
- Credit Transfer will be provided when a student offers of one or more units that match the scope being taught and is an equivalent.

After the commencement of the course, if the student claims for any further credits, the CTs will be recognised as per ACE's policy and procedure. However, the Letter of Offer and the CoE will not be revised. The student will be allowed to attend the scheduled classes of the CT units and would not be required to submit any assessments for the same.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is available, and all students are offered the opportunity to participate in RPL upon enrolment. RPL is generally recommended where individuals have been working in a relevant job role for at least 2 years, however any student can also self-elect to undertake RPL.

The RPL model used by ACE is guided and supported process that relies on the candidate's ability to demonstrate their competence by answering verbal questions from an assessor, providing referees and, where possible, having their practical skills assessed in the workplace.

Unlike other RPL models, written evidence is used to back up and support RPL assessment, rather than being based entirely on it. The RPL process will include a number of discussions and observations between the candidate and the assessor, which provides the candidate with an opportunity to demonstrate level of skill and knowledge.

The RPL process involves:

- The candidate contacts ACE and enquires about RPL
- ACE provides the candidate with information about RPL. If the candidate decides they would like to proceed with RPL, ACE must supply them with a copy of the RPL Assessment Toolkit.
- The candidate completes the RPL Assessment Toolkit, identifying the units they would like to apply for and evidence they could submit.
- The candidate sends their RPL Assessment, along with the RPL Application Form (which is included in the Self-Assessment), a copy of their CV and any certified copies of relevant qualifications back to ACE.
- ACE reviews the completed RPL Assessment Toolkit to determine if the candidate is suitable to proceed with the RPL process. This will include contacting the candidate to discuss the following:
  - Their work experience and anything of interest in their CV (for example, has the candidate worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc).
  - The items they ticked/did not tick in their self-assessments.

- The third-party person – who is it, how long have they known the candidate in a professional capacity, etc.

- The assessor makes a decision on the candidate's suitability for RPL and indicates those units in the RPL Third Party Report. If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate should be provided with information about formal training opportunities for this qualification. The candidate can then make a decision as to whether they would like to enrol in this course.

- If successful, the candidate receives a copy of the:
  - RPL Assessment Toolkit includes Written agreement including adjusted payment plan, RPL Evidence Tool, RPL Third Party Report

- Once the completed RPL Assessment Toolkit is received the enrolment is processed.

- The assessor contacts the candidate to discuss:
  - How to work through the RPL Evidence Tool
  - Arrangements for workplace observations (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)

- The assessor participates in the RPL assessment process, which will include:
  - Visiting the candidate's workplace to observe completion of practical tasks (where applicable)
  - Completing verbal questioning (either over the phone, skype or other, video conference tool, or in person)
  - Being available to provide support and assistance to the candidate as required

- The candidate submits their RPL Assessment Toolkit

- The assessor checks the third-party person's ratings, feedback and comments in the RPL Third Party Report

- Where necessary, the assessor contacts the third-party person to discuss anything that requires further clarification.

- The assessor may also contact the candidate's professional referees to discuss the candidate's workplace competency.

- The assessor contacts the candidate once an outcome has been made – all outcomes are to be summarised in the Assessment Outcome Summary in the RPL Assessor Record.

- The assessor forwards all documents to ACE's office for record keeping (see below).

GAP TRAINING

If training is required to achieve a full qualification (and the candidate wishes to gain the full qualification), the assessor is to document a plan for meeting the training needs and make appropriate arrangements. The amount of training and resulting course length and CoE will need to be adjusted to reflect the units that are required. (ACE Student Administration Policy & VET Assessment Policy).

RECORD KEEPING

The assessor must submit records of interviews and assessment outcomes to the office after each conversation or meeting during the RPL process. On completion of assessment, the following items must be returned to the candidate's file for archiving:
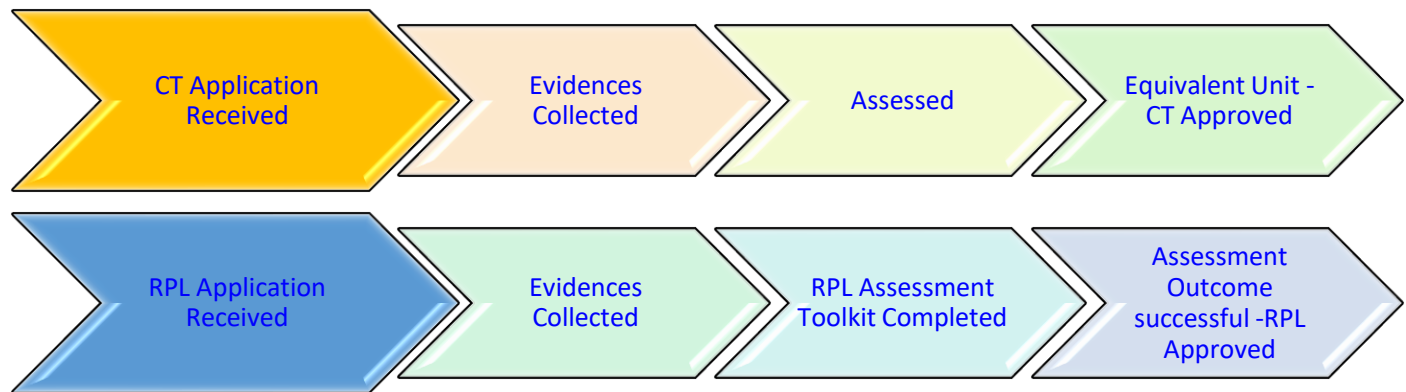
RPL Assessor Record

RPL Self-Assessment

RPL Evidence Tool and all evidence submitted

RPL Third Party Report

The candidate will then be issued with a qualification or statement of attainment where competencies have been arrangements for workplace observation (where applicable, and in consultation with the candidate's workplace, supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)

CT Application Received	Evidences Collected	Assessed	Equivalent Unit - CT Approved

RPL Application Received	Evidences Collected	RPL Assessment Toolkit Completed	Assessment Outcome successful -RPL Approved

RESPONSIBILITY

ACE Administration Staff is responsible for:

- Assessing the application form
- Collecting Evidence
- Submitting to the assessing team

Training Manager is responsible for:

- Providing accurate and timely information on the RPL and Credit Transfer process
- Ensuring that adequate opportunity and support is provided to Students
- Ensuring that each qualification on scope has an "RPL Kit" available

Assessor is responsible for:

- By providing correct advice to students on RPL
- Communicating assessment requirements
- Implementing the RPL process and assessing in a fair and equitable manner
- Conducting assessments, recording results, and communicating the outcomes to students

ASSOCIATED DOCUMENTS

1. Credit Transfer Application Form

2. RPL Application Form

3. RPL Assessment Toolkit

4. Student Handbook

VERSION CONTROL RECORD

Date	Version	Revision Description
20/04/2018	D0.01	Policy Created
19/01/2020	V1.0	Published
14/08/2021	V2.0	Reviewed & Updated