

Recognition of Prior Learning Policy and Procedure



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PURPOSE

The purpose of this policy and procedure is to outline The Association of Superannuation Funds of Australia Limited's "ASFA" approach to offering recognition of prior learning (RPL) to individual students.

This policy and procedure complies with Clause 1.12 of the Standards for Registered Training Organisations (RTOs) 2015.



DEFINITIONS

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

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

Currency relates to the applicant's ability to demonstrate current industry skills, knowledge and understanding, so the evidence provided should be from either the present or the very recent past (i.e. within the last 5 years).

Formal Learning is the learning that takes place through a structured program of learning delivered by a registered education provider, and which leads to the full or partial achievement of an officially accredited qualification

Informal Learning is learning gained through work, social, family, hobby or leisure activities and experiences

Non-formal Learning refers to learning that takes place through a structured program of learning, but does not directly lead to full or partial achievement of an officially accredited qualification

Recognition of Prior Learning or RPL means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package of VET accredited courses. For definitions of formal, non-formal and informal learning, refer to the definitions in ASQA's User's Guide for the Standards for Registered Training Organisations 2015¹

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 <https://www.asqa.gov.au/standards/about-standards-rtos-2015>

¹ Definition quoted from Australian Skills Quality Authority (ASQA). *User's Guide to the Standards for RTOs 2015*. Accessed on December 8, 2014, from http://www.asqa.gov.au/verve/_resources/Users_Guide_to_the_Standards_for_Registered_Training_Organisations_RTOs_2015.pdf



POLICY

1. What is Recognition of Prior Learning (RPL)

- RPL is an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO.
- RPL at ASFA is conducted with the same rigor as any other form of assessment and students applying for RPL must submit evidence that demonstrates they have met the requirements of the tasks identified in the elements of the unit/s of competency and demonstrate they are capable of performing these tasks to an acceptable level.
- RPL is different to Credit (a direct formal recognition process) as it is still an assessment process where the student is required to demonstrate skills and knowledge which have not yet been formally recognised.
- RPL reduces the amount of work required for a course as it is a direct assessment process as opposed to going through the standard training and assessment pathway.
- There is no limit to the amount of RPL that can be granted to any one student and a full course or qualification can be attained in this way.
- RPL is available for all ASFA courses and all students are offered the opportunity to participate in RPL upon enrolment or throughout their course enrolment.
- Due to ASFA's holistic course development methodology and clustering of units of competency within courses to more effectively meet client needs, maximise outcomes and make for a better learning and assessment experience, RPL will only be granted for a whole course, not part of a course or individual units of competency within a course.

2. Fees and Charges for RPL

- The cost of RPL is based on the students' needs and the number of units of competency for which they are seeking recognition. As such, the cost will vary from application to application.
- ASFA will calculate the total cost payable for an RPL application and advise the student when they apply for RPL by submitting an *RPL Application Form*.

3. Application for RPL

- A streamlined RPL process has been developed which first requires the student to complete an *RPL Application Form* which will then be reviewed by ASFA to determine the student's suitability for RPL.
- If deemed not suitable for RPL the student will be notified in writing and the reasons outlined. Students may appeal the decision by following ASFA's *Complaints and Appeals Policy and Procedure*.
- If deemed suitable the student will be sent an RPL kit to complete which will include details of the competencies required, suggestions for collecting evidence and resources to help with evidence collection. The RPL kit also provides information and direction as to appropriate and adequate information in order to maximise opportunities for a successful assessment outcome.

4. RPL Evidence

- Evidence plays a crucial role in the RPL process and must be provided to support an RPL kit submission as it provides proof that the student has the skills and knowledge required by the unit/s of competency and allows an assessor to determine whether the student is Competent or Not Yet Competent.
- Evidence provided during the RPL process must meet ASQA's *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 past².
- Copies of documents such as certificates, transcripts and supporting letters must be certified as a true copy of the original by a Justice of the Peace to be considered as evidence. Documents submitted will not be returned to the applicant so only certified copies should be submitted and NOT originals.

5. Assessment of RPL

- As with all assessments, RPL assessment will be undertaken by suitability qualified assessors who meet the requirements as per ASFA's *Skilled Trainers and Assessors Policy and Procedure*. Assessors will have the necessary qualifications, knowledge of the content or skills area, as well as knowledge of, and expertise in RPL practices and procedures as outlined in Clauses 1.13-1.24 of the Standards.
- To ensure no students are disadvantaged, where required assessors will make Reasonable Adjustments to RPL kits or processes to accommodate individual needs. Assessment will accommodate the literacy levels, cultural and educational background and experiences of the student, whilst ensuring competency standards are met.
- ASFA has a plan for, and implements, systematic validation of assessment practices and judgments, including those made on RPL kits, as per the *Assessment Validation Policy & Procedure*.
- Students have up to two attempts for an RPL kit, the initial submission and a resubmission if required. If marked as Not Yet Competent (NYC) on the first attempt, the student will be provided with feedback and be given the opportunity to resubmit/re-attempt the RPL kit or provide additional evidence. If further resubmission is required an additional fee of \$50 per resubmission will be applied for their second and third resubmission. Students deemed 'NYC' after their third resubmission will be required to complete the course via the standard course and assessment pathway and additional fees may apply.

6. RPL application outcomes

- Students will be advised of the outcome of their RPL application in writing.
- RPL results will be recorded against any relevant units within the student's record in Microsoft Dynamics CRM.
- Students may appeal the decisions made about their RPL application by following ASFA's *Complaints and Appeals Policy and Procedure*.

² Definitions quoted from Australian Skills Quality Authority (ASQA) Standard 1; Clause 1.8 – 1.12; Table 1.8-2: Rules of Evidence: <https://www.asqa.gov.au/standards/about-standards-rtos-2015/standard-one/clauses-1.8-1.12>

7. Record keeping

- ASFA will comply with the requirements of ASQA's General Direction: Retention requirements for completed assessment requirements available at <http://www.asqa.gov.au/news-and-media/retention-requirements-for-completed-student-assessment-items.html>. This means that RPL kits and all related evidence will be kept on file for at least 6 months after the assessment decision has been made.



PROCEDURE

1. Recognition of Prior Learning Application and Assessment

Refer

- SRTOs: Clause 1.12

Procedure	Responsibility
<p>A. Student applies for RPL</p> <ul style="list-style-type: none">• A student may indicate they wish to apply for RPL at any stage during the enquiry or enrolment process by completing and submitting an <i>RPL Application Form</i>.• If they have not already done so, the student will need to follow the standard enrolment process which includes completing an Enrolment Form, reviewing the Student Handbook, and providing evidence of their LLN skills or notifying ASFA if they need to complete ACER's Foundation Skills Assessment Tool (FSAT) to show they have sufficient LLN capability to complete their course / RPL kit.	Student
<p>B. RPL Application is reviewed</p> <ul style="list-style-type: none">• The application will be reviewed to determine whether the student is suitable for RPL based on experience in industry and previous training, overseas qualifications etc.• If considered suitable for RPL, the student is to be sent an RPL kit for the course they want to receive recognition for.• If deemed to be not suitable for RPL then the student will be notified in writing and the reasons outlined.• Students may appeal the suitability decision by following ASFA's Complaints and Appeals Policy and Procedure.	Compliance and Administration Officer
<p>C. RPL kit completed and submitted by student</p> <ul style="list-style-type: none">• The student is required to complete all sections of the RPL kit and provide evidence that demonstrates they have met the requirements of the tasks identified in the elements of the unit of competency and that they are capable of performing these tasks to an acceptable level.• The completed RPL kit should be submitted to learning@superannuation.asn.au.	Student

Procedure	Responsibility
<ul style="list-style-type: none"> • Assessment of RPL • The assessor will review the completed RPL kit and evidence supplied by the student against each unit of competency. • The Assessor may request further information or evidence from the Student at this stage if required. • A decision about whether RPL will be granted for each unit of competency is made and recorded within the RPL Kit. 	Assessor
<p>A. Notify student of RPL outcome</p> <ul style="list-style-type: none"> • Once RPL outcome has been determined, notify the student of the outcome of their RPL kit in writing by email. • If the student is marked Not Yet Competent then they will be notified in writing and asked to resubmit the RPL kit based on the feedback provided. • If marked competent, feedback will be provided to the student in writing that RPL will be granted against the unit/s of competency. • Students may appeal the decisions made about their RPL kit by following ASFA's Complaints and Appeals Policy and Procedure. 	Student Advisors
<p>B. Record the RPL granted</p> <ul style="list-style-type: none"> • A copy of the RPL kit and all related evidence will be saved in the student's record within Microsoft Dynamics CRM. • Record an RPL result against the relevant units in the Microsoft Dynamics CRM student management system. • If applicable issue a Testamur and Record of Results or Statement of Attainment in accordance with ASFA's Certification Documentation Issuance Policy and Procedure. 	Student Advisors