

LEARNING - POLICIES & PROCEDURES

Policy Title	Recognition of Prior Learning (RPL) & Credit Policy & Procedure
Date	January 2022
Review Date	January 2023
Authority	Head of Learning
Responsibility	Compliance Manager
Standards (SRTOs)	Clause 3.5; 3.5

PURPOSE:

This policy and procedure outlines the process for students who are applying for Recognition of Prior Learning (RPL) or Credit for previous study and the procedure for doing so. This policy ensures that ASFA is in compliance with Clause 1.12 and 3.5 of the Standards for RTOs 2015.

SCOPE:

This policy applies to all students undertaking a Vocational Education and Training (VET) qualification or course, such as the Certificate IV in Superannuation. This policy does not apply to students undertaking non-VET short courses with ASFA, including *RG 146 Superannuation*.

DEFINITIONS:

- **Credit** refers to the process of recognising a unit of competency(s) previously achieved by a student when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification.
- **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 (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.

POLICY:

- There are two types of prior learning which ASFA recognises:
 - **RPL:** An assessment process to determine if prior learning undertaken through formal study, training or even life experience/work may meet the needs to be deemed “competent” in a specific unit of competency.
 - **Credit:** refers to the process of recognising a unit of competency(s) previously achieved by a student when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification.
- 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 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.
- Due to licensing and regulatory requirements, RPL or Credit will not be granted for RG 146 or any non-VET courses or CPD products offered by ASFA and will only be granted for nationally recognised qualifications.
- ASFA will not require a student to repeat any unit or competency which they have already been deemed to be competent in unless there is a licensing or regulatory requirement that requires this.
- Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuing organisation, ASFA will provide Credit for that unit(s) of competency where it is a unit of competency listed in the student’s course of enrolment with ASFA.
- Assessment of an individual’s RPL application will be undertaken by suitably qualified assessors who meet the requirements as per ASFA’s Skilled Trainers and Assessors Policy and Procedure.
- Where required, assessors will make reasonable adjustments to accommodate individual needs depending on literacy levels, cultural and educational background and experience of the student, provided that the student can demonstrate sufficient evidence of competency at the required standard.
- Students may obtain up to a maximum of 50% of an ASFA qualification via RPL or Credit.
- Where there is significant RPL or Credit granted, this may result in a reduction of the Course fees which will be advised at the time of application.
- Submission of an application for RPL or Credit does not mean that the student will be granted RPL or Credit in full or in part.
- Credit will only be granted for units of competency with the same unit code and title.
 - If the unit of competency has since been superseded as per the National Training Register, credit will only be granted if the new unit of competency is deemed to be equivalent to the superseded unit of competency as per the National Training Register.
 - If the new unit of competency is not equivalent to the superseded unit of competency, the student may apply for RPL for the new unit of competency.

PROCEDURE:

- Students who wish to apply for RPL or Credit are encouraged to contact ASFA prior to finalising enrolment to discuss their options.
- Staff will advise students of the process for applying for RPL or Credit, as well as the fees associated with the process.

- Where significant RPL or Credit is granted, thus reducing the amount of training and assessment to be provided, the cost of the course will be reviewed to identify if the total course fees can be reduced (where applicable).
- Students may appeal the suitability decision or decisions made about RPL or Credit by following ASFA's *Complaints and Appeals Policy and Procedure*.

RPL

- Applications for RPL 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 will be sent an RPL kit for the unit(s) of competency 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.
- 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.
- 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.
- The assessor will then record their results in the student's RPL kit, along with any feedback about the outcome of each unit that they are applying for.
- Once RPL outcome has been determined, the student will be notified of the outcome in writing by email.
- The RPL result will be recorded against the relevant unit(s) of competency in the student's record within ASFA's CRM system. A copy of the RPL kit and all related evidence will also be saved in the student's record.
- If applicable a Certificate and Record of Results or Statement of Attainment will be issued in accordance with ASFA's *Certification Documentation Issuance Policy and Procedure*.

Credit

- Student to provide relevant supporting documents, including certified copies of transcripts issued by any other RTO or AQF authorised issuing organisation. This may include VET transcripts or extracts issued by the Unique Student Identifiers (USI) Registrar. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.
- Supporting documents will be reviewed for authenticity and to ensure they are a match or equivalent to the unit(s) of competency in the student's course.
- Where there is a direct unit(s) of competency match by code and title, or the unit(s) of competency previously completed are deemed equivalent by the Compliance Manager, to a unit of competency in the student's enrolment, a Credit will be issued and recorded within ASFA's CRM system.
- The student will be notified of the outcome in writing by email.