CT and RPL Policy and Procedure

Leadership Management Australia

1. Purpose

1.1   The purpose of this policy and procedure is to ensure quality, integrity, and consistency in recognising and assessing prior learning and competencies, using either the Credit Transfer (CT) or the Recognition of Prior Learning (RPL) Process.

2. Scope and Application

2.1   A Participant wanting to enrol in a course with Leadership Management Australia Pty Ltd (LMA) may be eligible to have their past studies and/or work experience considered as Recognition of Prior Learning (RPL) or Credit Transfer (CT) towards the achievement of Units of Competency in LMA courses. This means the Participant could be exempt from some of the Units of Competency listed in their course sequence guide which in turn may enable them to complete their qualification in a shorter period of time. Please note that Participants must apply for RPL or CT at the time of enrolment into the applicable course.

3. Definitions

- **Recognition of Prior Learning (RPL):** is an assessment process that assesses an individual's formal, nonformal and informal learning, and work experiences in the workplace, in voluntary work or other activities, to determine the extent to which that individual has achieved the required knowledge, learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification. The evidence the Participant provides for assessment consideration must be current (generally no older than 3 years) for the RPL process to be considered.

- **Credit Transfer (CT):** refers to the transfer of credits from units of competencies achieved prior to enrolment into an LMA course. The unit(s) must have been achieved in a formal and nationally recognised education and training system. CT is only provided to the same or equivalent units of competencies. When a Participant receives a CT for a unit of competency, they are not required to be assessed against that unit again.

- **Unit of Competency (UoC):** this is a document that specifies the standard of performance (and knowledge) required in the workplace. A UoC is the smallest component of a Training Package that may be assessed and or recognised. It provides a description of the skills and knowledge required to perform effectively to a specific standard in a particular workplace role or function. Every UoC has a code and title, and it can be found on www.training.gov.au

- **Training Packages(TP):** specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in a selection of UoC. The TP rules will specify the combination of these UoC, and if all rules and assessment requirements are met, the Participant will receive the associated qualification. Training packages all have codes and titles and can be found on www.training.gov.au

   – They are usually accompanied by an Implementation Guide, explaining how the package is structured, and what the industry expectations are. The TP consists of Units of Competency, assessment requirements, qualifications and, where applicable, credit arrangements.

- **Registered Training Organisation (RTO):** this is a training organisation that delivers nationally recognised training in the Vocational Education and Training (VET) sector. To deliver this training, they need to be approved by the regulator (ASQA – Australian Qualifications Skills Authority). LMA – RTO ID 3908.

- **Unique Participant Identifier (USI):** This is an individual education number for life that gives a Participant an online record of their Vocational Education and Training (VET) undertaken in Australia. This is applicable to all courses offered by RTOs that have a qualification or statement of attainment outcome.

- **Pre-Training Review (PTR):** This is a process undertaken to determine the most suitable and appropriate course and training for an individual. This forms part of the enrolment process at LMA.

- **VETtrak (VT):** This is the LMA Participant Management System (SMS) that is AVETMISS approved and used to record the Participant's journey with LMA. Communication and assessment records are recorded in the SMS and assists LMA in meeting regulatory and contractual requirements in terms of reporting and collecting accurate records for audit.

4. Policy

4.1 National Principles and Operational Guidelines

4.1.1 The National Principles and Operational Guidelines for Recognition of Prior Learning (RPL) represent a set of national cross-sector guidelines to support the implementation of RPL in education and training. RPL and CTs will be granted in accordance with the Standards for Registered Training Organisations (SRTOs 2015), with specific reference to clauses 1.3; 1.12 and 3.5.

4.2 Recognition of Prior Learning

4.2.1 Participants who believe they already have the skills and knowledge required by some or all of the units in a qualification may seek to have their existing competency recognised through a formal RPL process. The RPL process involves the Participant gathering evidence from life, work and study experience and matching it against the specific outcomes of individual units of competency. RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

4.2.2 RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

4.2.3 An Assessor is appointed to assist the Participant with this process. The Assessment of Prior Learning will be undertaken by a qualified Assessor who has successfully

4.2.4 completed Certificate IV in Training and Assessment (TAE40116) or equivalent and meets the requirements (as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and Schedule 1).

4.2.5 In the first instance the Assessor may discuss with the Participant the context of their experience and their individual circumstances to help determine if RPL is the most appropriate pathway.

4.2.6 Candidate RPL Kits are available for each qualification to guide the Participant in putting together an RPL portfolio of evidence.

4.2.7   The Assessor may conduct interviews or observations of the candidate as part of the RPL evidence gathering process. Once all evidence has been collated it is reviewed by the Assessor and an assessment decision is made and advised to Participant.

4.2.8   If a Participant has not been able to gain RPL for all of the qualification they will be advised of gap training options.

4.2.9   RPL assessment must comply with the Principles of Assessment and Rules of Evidence and Participants who are dissatisfied with an RPL assessment process or outcome have access to the assessment appeals process.

4.2.10   RPL fees will be charged at the same rate as the fee for nominal hours outlined in the applicable course outline and $150.00 non-refundable application fee will apply for a full qualification. There is no reduction in fees in situations where competency is granted via RPL rather than formal training and assessment.

4.2.11   Where Students are eligible for Government funding, the RPL fee will be calculated in accordance with the current funding contract stipulations.

4.2.12   Refer to the LMA *Fees, Charges and Refund Policy and Procedure.*

4.3   Credit Transfer

4.3.1   LMA accepts and provides credit to Participants for units of competency where these are evidenced by AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or an authenticated VET transcript issued by the Registrar.

4.3.2   LMA will only consider credit for qualifications/units completed within the Australian Qualifications Framework (AQF).

4.3.3   No fees will be charged for Credit Transfer applications

4.3.4   Participant's USI transcripts will be viewed and considered for CT. Where a Participant does not have a USI Transcript (due to have completed the course or unit of competency prior to USI being implemented), the Participant will need to:
> (a) provide a certified copy of their transcript or bring in the original transcript or Testamur; AND
> (b) provide LMA with Consent to validate their transcript by phone or email with the issuing RTO – please refer to the Section B2: Consent – Academic Qualification in the RPL and or CT application form.

4.3.5   LMA does not offer credit for study completed outside the Australian Qualifications Framework (non-Australian Qualifications) as we do not have the capacity to determine equivalence of non-Australian Qualifications. Equivalence of AQF qualifications is determined by the mapping documents in the relevant training packages and/or by a qualified Assessor making a judgement that the outcomes of the units held are equivalent to those for which credit is requested.

Procedures

RPL or CT

Refer SRTOs: Clause 1.3; 1.12 and 3.5

Procedure	Responsibility

A. Application for RPL or CT
 	
• In order to commence this process, the Participant will need to follow the initial enrolment process with LMA which includes the Pre-Training Review (PTR) and Language Literacy and Numeracy (LLN) Assessment.
 	
• The Participant has an opportunity to indicate their intention to apply for CT or RPL during the PTR process.
 	
• The *Application for Credit Transfer Form* or *Application for Recognition of Prior Learning Form* will be available via a link in the LMA Website and/or provided during the Pre-Training Review (PTR) at the time of enrolment for the Participant to complete and upload. Alternatively, LMA's Facilitator (Trainer Assessor) may provide the Participant the required form (Application for CT or Application for RPL) and ask them to complete the form in full.
 	
  a) For Credit Transfer submitted at the time of enrolment – the *Application for Credit Transfer Form*, together with the related evidence submitted, will be assessed by the Facilitator (Trainer Assessor), who will then:
 	
    o Check the USI Transcript
    o Contact the issuing RTO and verify the qualification issued.
    o Inform the Participant of the outcome and
    o Send to the Administration team to upload the application, the submitted transcript and the verification onto VT and Log the CT outcome on VT (SMS).
 	
  b) For Credit Transfer submitted at the time of training (after enrolment) – the *Application for Credit Transfer Form* will be provided by the Facilitator (Trainer Assessor) to the Participant to be completed. Together with the related evidence submitted, this will be assessed by the National, Administration Manager and team who will then:
 	
    o Check the USI Transcript
    o Contact the issuing RTO and verify the qualification.
    o Inform the Participant of the outcome and
    o Forward the approval and all related evidence to the Administration team, who will:
    o Upload the application, the submitted transcript and the verification onto VT and Log the CT outcome on VT (SMS).
	Facilitator (Trainer Assessor)
	
	Head of National Delivery and Quality,
	
	National Program Manager,
	
	National, Administration Manager and team,

B. RPL Assessment • For RPL – the Facilitator (Trainer Assessor) will send the Application for Recognition of Prior Learning Form to the Head of National Delivery and Quality or National Program Manager for further action, and advise Administration to make a note on VT. • **RPL Candidate Discussion**: The Head of National Delivery and Quality, or National Program Manager, will contact the Participant to discuss their suitability for RPL. a) If Suitable: The Participant may continue with the enrolment process as	Facilitator (Trainer Assessor) Head of National Delivery and Quality, National Program Manager, National, Administration Manager and team

Procedure	Responsibility
an RPL candidate for the full or partial qualification. The Head of National Delivery and Quality, or National Program Manager, will identify an assessor to support the Participant during the RPL process and provide the required RPL Kit and assessor information to the Participant. b) If Not suitable: The Participant will be given the opportunity to enrol in the full qualification. The Participant may wish to continue with studies, in which case they will complete the enrolment process; OR they may choose not to pursue further study. • Once RPL or CT has been granted, the Administration Team will apply the relevant outcome identifier information into VT. • The Facilitator (Trainer Assessor) will complete the enrolment process with the Participant accordingly	
C. The RPL Participant Journey 1. **Application:** Application received by LMA and lodged. 2. **Discission:** Participant is contacted by the Head of National Delivery and Quality, or National Program Manager to determine suitability 3. **Evidence:** Collection and submission of evidence by Participant 4. **Assessment:** Assessor reviews RPL evidence documents submitted and provides feedback to the Participant 5. **Additional evidence required:** Submission of additional evidence (if required) and assessment of additional evidence 6. **Outcome:** Notification of outcome sent/provided to Participant	Facilitator (Trainer Assessor) Head of National Delivery and Quality, National Program Manager, National, Administration Manager and team

Supporting Documents

- Enrolment Form

- Pre-Training Review Form

- Application for RPL Form

- Application for Credit Transfer Form

- USI Consent Form – Academic Qualification

- RPL Toolkits (per qualification)

- Training and Assessment Policy and Procedure

- Enrolment Policy and Procedure

- Pre-Training Review Policy and Procedure

- Complaints and Appeals Policy and Procedure

- AQF Certification Policy and Procedure