

## 1. Purpose

The purpose of this procedure is to provide a process whereby students can seek assessment for Recognition of Prior Learning (RPL) and Credit Transfer offered by Mentor Human Resources Pty Ltd (Mentor).

This procedure aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific qualification of study.

## 2. Compliance Referencing

Standards for RTOs 2015; Standard 3

Australian Qualifications Framework (AQF) Qualifications Pathways Policy

## 3. Procedure

RPL is the formal recognition of knowledge, skills, attitude and expertise from previous work or life experience, for which a student may receive credit for a qualification of study. RPL requires a student to provide current, quality evidence to support their ability to perform to the relevant national standard. RPL is about recognising the ability to apply skills and knowledge in the workplace to the required standard, irrespective of how the learning occurred.

Credit Transfer is a process by which students can have previously completed competencies credited towards a qualification in which they have enrolled. Students can seek recognition for a single unit of competence, a cluster of related units of competencies or an entire qualification.

## 4. Application Process

Students are informed of the RPL and Credit Transfer process through information provided in the Student Pre-enrolment Information and discussion with their trainer at the Pre-Training Review stage.

### 4.1 Student Request for RPL or Credit Transfer

Mentor formally recognise all Statement of Attainment and Australian Qualification Framework (AQF) qualifications issued by other Registered Training Organisations. In this regard, the principal mechanisms for implementing this objective will be through RPL and Credit Transfer.

Students will be required to apply for their selected qualification before applying for RPL or Credit Transfer. During the Pre-Training Review stage, students can request for RPL or Credit Transfer, the RPL Credit Transfer Application form must be completed and submitted to Mentor. The applicant will then receive detailed information regarding the process, evidence required and associated costs to enable them to meet the standard required by Mentor.

### **4.2 Credit Transfer Evidence**

The application for credit transfer must include verified copies of original documentation, such as qualification testamurs, statement of attainments and certificates. Documentation submitted will be assessed to ensure they meet AQF and Standards for RTOs 2015 for authenticity, completeness and compliance.

To provide the credit the qualification, statement of attainment or record of results, should be authenticated by accessing the USI transcript online or by contacting the organisation that issued the document.

Should the unit of competency/ies applied for Credit Transfer not directly match those in the enrolled qualification, the student is advised and informed of the RPL process.

### **4.3 RPL Applicant Self-Assessment**

Following the instructions provided within the RPL Application Pack, the student completes a self-assessment of their knowledge and skills using the template provided.

The onus is on the applicant to provide sufficient evidence to verify their competency and support the application.

The applicant must prepare a portfolio of material or evidence that clearly identifies the applicant's learning, indicating the knowledge and skills acquired. The purpose of the portfolio is to have documentary evidence of the knowledge, skills and experience that an applicant possesses, and to determine the nature and scope of the RPL application assessment.

Sources of evidence could include:

- Certificates, reports, testimonials, affidavits, etc.
- Applicant's own account.
- Observation in the workplace (this could form part of the assessment process).
- Credit Transfer - original documentary evidence must be sighted by the Assessor and certified copies must be attached to the application.

The completed application should include an RPL Application Form (if needed), RPL Application Pack and the portfolio of evidence.

The application should be submitted to their Assessor.

## 4.4 RPL Assessment of Evidence

Assessment of an RPL Application will be completed by a qualified Assessor as per the RTO Training and Assessment Procedure. In assessing for RPL the Assessor will:

- Identify what the applicant knows and can do.
- Match the applicant's skills, knowledge and experiences to specific qualification standards.
- Assess the applicant's ability against those standards.
- Credit the applicant for their skills, knowledge and experience.
- Record future learning needs.

The Assessor must be satisfied that the evidence presented and gathered indicates that the student is currently competent against the endorsed unit of competency. They must also include reasonable adjustment for literacy levels.

The Assessor will be required to determine the following:

- Authenticity of the evidence.
- Validity, does it directly relate to the relevant endorsed unit of competency.
- Is the student able to demonstrate consistency in meeting the units of competency?
- Does the student have current, relevant knowledge?
- Volume of evidence – does it cover the full range of elements in the relevant unit of competency?

## 4.5 RPL Interview

The assessor contacts the applicant will arrange an informal interview (if required) regarding the information provided in the RPL Application. This is flexible and can occur face-to-face or via telephone. The aim of this conversation is for the assessor to validate the evidence you have provided as being true and accurate and to ask any follow up questions they make have.

## 4.6 RPL Feedback to Applicant

At the completion of the assessment process, the Assessor will advise the student of the outcome of the assessment. Where RPL is 'Granted' this information is communicated in writing to the participant within 10 business days of completion of the RPL assessment, and the qualification/statement of attainment will then be issued. Where further evidence or gap training is required, the applicant will be notified in writing within 10 business days of completion of the RPL assessment. Applicants can present further evidence or undertake gap training to complete competency. If the applicant does not wish to complete the above-mentioned options, then the application will result as 'RPL Not Granted'.

In all cases, a copy of the completed application and evidence submitted by the student will be kept on the student's file.

Assessment results will be applied to the student's training plan and entered into the student management system.

## 5. Appeals

Where the outcome of the RPL/Credit Transfer application is 'Not Granted' and the applicant is unhappy with the outcome, they should attempt to resolve the matter informally. Where the outcome remains unresolved following informal discussions, formal procedures outlined in the Complaints and Appeals Procedure should be followed accordingly.

The request for an appeal must be lodged in writing using the Complaints and Appeals form no later than 10 business days from notification of the outcome of the application.

## 6. Related Documents

RPL/Credit Transfer Application Form

RPL Application Pack

RTO Training and Assessment Procedure

Complaints and Appeals Procedure

Complaints & Appeals Form

Training Plan