Scope

This policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised.

Purpose

To provide students the opportunity to have their prior learning recognised within the Quality Training and Hospitality College Pty Ltd, trading as Quality College of Australia (QCA) scope of registration.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge obtained by the student through previous training, work experience and or life experience which clearly identifies that the student has achieved the level of competency required.

RPL is used to determine the advanced standing, within a training program, that the learner may be awarded as a result of their experience.

For a candidate to receive more than 50% RPL in any given qualification with QCA, the RPL documentation must be assessed and approved by the Managing Director.

National Recognition / Credit Transfer (CT)

Credit Transfer involves assessing a student's previously completed course or unit(s) of competency from a Nationally Recognised Qualification, to see if it provides equivalent learning or competency outcomes to those required within the student's current course of study. Where a student's previously completed course or unit(s) of competency from a Nationally Recognised Qualification map appropriately, Credit Transfer will be applied (resulted) to the student's current course of study.

QCA's Recognition Policy is to recognise the student's AQF qualifications and statements of attainment issued by any other Registered Training Organisation (RTO), including TAFE.

QCA will when presented with qualifications and / or statements of attainment of qualifications or part thereof, completed at other RTO's, recognise that these are part of the Australian Qualification Framework and as such, will ensure these form part of the student's pathway to the qualification they are seeking to undertake.

Refer to the National Recognition Policy.

Overview

Only accredited assessors will conduct RPL assessments on behalf of QCA with assessments to comply with the requirements detailed in the curriculum and training product documentation.

The assessment process shall provide for the recognition of prior learning and facilitate the progression of a student through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and / or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.

Guidelines for the RPL Process

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, (or CT where National Recognition may apply).

Students wishing to apply for RPL should speak to the Sales Consultant at the time of 'enrolment'. The Sales Consultant will then identify what RPL may possibly be granted as part of the Qualification Unit Selection during the enrolment process.

At the initial training visit or training session, the nominated Trainer / Mentor will then provide the student with an RPL Kit containing all of the relevant documentation and instructions to complete the RPL process.

Assessment Processes

The assessment process will:

- Cover the broad range of skills and knowledge needed to demonstrate competency

- Integrate knowledge and skills with their practical application to assess competency

- Perform judgments to determine an individual's competency

- Cover both on and off the job components of training

- Provide for the recognition of competencies no matter how, where or when they have been acquired

- Be accessible to individuals so that they can proceed readily from one competency standard to another

- Be equitable to all groups and individuals

- Ensure that criteria for judging performance will be made clear to all individuals seeking assessment

- Be participatory – the process of assessment should be jointly developed and agreed between the assessor and the candidate

- Allow individuals to challenge assessments and provision will be made for reassessment in accordance with the Complaints and Appeals Policy

A student must be assessed for RPL before they begin that part of the course for which they are requesting RPL for.

The assessor will base a judgment for granting RPL on the evidence provided by the student and/or in their demonstration of the appropriate skills or a practical demonstration.

RPL is assessed against the units of competency in a program based on the evidence provided by the student. Evidence for Recognition of Prior Learning may include the following:

- Review of evidence from relevant Accredited Qualifications or Non-Accredited training

- Third Party Report

- Oral presentation

- Performance, demonstration, or skills test/assessment

- Workplace or other pertinent observation

- Work sample

- Resume

- Portfolio, logbook, task book, projects or assignments

- Written presentation

- Interview and questions

- Simulations

- Video, photographic (endorsed) evidence

- Competency conversations

Any documents provided to support a claim of competency must be originals rather than copies. The original documents will be photocopied and handed back to the student. It is also expected that any evidence submitted is the work of the student and if the work of others, it is formally acknowledged.

Regardless of the type of evidence submitted, Assessors must be confident that the evidence meets the following criteria:

- Meets the requirements of the Unit of Competency(s)

- Meets any Regulatory requirements

- Is the student's own evidence and can be authenticated

- That the student can perform the competency consistently and reliably

- Is at the standard expected in industry and set out in the Australian Qualification Framework (AQF)

- Is sufficient to make a judgment about the above

RPL will be administered according to the criteria set out in this policy and will only be granted for units of competency which form part of a Nationally Recognised Qualification listed on QCA's scope of registration.

Students who disagree with their RPL outcome or believe that the process may not have followed appropriate procedures may appeal the result of an RPL Application by submitting a complaint in writing – refer to the QCA Complaints and Appeals Policy and Procedure.

Additional Advice for International Students

Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an RPL Kit where necessary:

- Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE)

- Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued

- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed

NB: **No Certificates or Statements of Attainment will be issued until all fees are paid.**

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