

# Recognition of Prior Learning Policy V3

This policy applies to recognition provided to learners for training package qualifications or VET accredited courses in NSW including recognition of prior learning and credit transfer.

## 1.Objectives - Policy statement

### 1.1

All High Risk Training Pty Ltd is committed to the promotion and practice of Recognition for all learners in NSW.

### 1.2

Recognition in All High Risk Training Pty Ltd includes:

#### **Recognition of prior Learning (RPL)**

Recognition of Prior Learning is 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 or Vocational Education and Training (VET) accredited courses.

#### **Credit Transfer**

Credit Transfer means credit granted to an enrolled learner for a unit of competency previously successfully completed.

### 1.3

This policy supports All High Risk Training Pty Ltd in complying with the:

(i) national Standards for Registered Training Organisations (RTOs) 2015, particularly Standards 1.8: The RTO implements an assessment system that ensures that assessment (including Recognition of Prior Learning):

(a) complies with the assessment requirements of the relevant training package or VET accredited course; and

(b) is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

(ii) requirements of the NSW Smart and Skilled contract to have in place a recognition policy and process that aligns with the NSW Recognition Framework.

(iii) AQF Qualifications Pathways Policy.

### 1.4

**This policy is underpinned by the following principles:**

#### 1.4.1

#### Principle One

All learners in All High Risk Training Pty Ltd are entitled to apply for recognition in the course or qualification in which they are currently enrolled. It is recommended that the application for recognition be made as soon as possible after enrolment.

#### 1.4.2

##### Principle Two

All High Risk Training Pty Ltd also offers recognition services on a fee for service basis to learners who are ineligible for a government subsidy.

#### 1.4.3

##### Principle Three

Information on Credit Transfer and Recognition of prior learning should be made available to all learners in All High Risk Training Pty Ltd as part of the enrolment process.

#### 1.4.4

##### Principle Four

The aim of granting recognition is to reduce the amount of learning required to achieve a training package qualification or VET accredited course by acknowledging an individual's skills, knowledge and/or experience acquired through formal and informal learning.

#### 1.4.5

##### Principle Five

Learners enrolled in a government subsidised qualification or accredited course can apply for recognition in that qualification at no charge.

#### 1.4.6

##### Principle Six

Learners enrolled in a government subsidised qualification as part of the NSW Smart and Skilled are eligible for a reduced fee if recognition is granted.

#### 1.4.7

##### Principle Seven

The smallest educational unit granted through recognition is a unit of competency.

#### 1.4.8

##### Principle Eight

Recognition can be granted for up to and including 100% of a training package qualification or VET accredited course.

#### 1.4.9

##### Principle Nine

All High Risk Training Pty Ltd does not issue a testamur or transcript for an identical qualification awarded by another Registered Training Organisation (RTO).

#### 1.4.10

##### Principle Ten

Eligibility for recognition does not provide guaranteed entry into an All High Risk Training Pty Ltd course.

#### 1.4.11

##### Principle Eleven

Assessment evidence for recognition of prior learning is recorded in accordance with the requirements of the [Standards for Registered Training Organisations \(RTOs\) 2015](#) and/or [NSW Smart and Skilled Contract](#).

#### 1.4.12

##### Principle Twelve

Learners are provided credit for a unit/s of competency previously completed in another training package qualification or VET accredited course, provided they meet the requirements of the packaging rules of a subsequent enrolment in a course or product.

#### 1.4.13

##### Principle Thirteen

Applicants can request a review of an unsuccessful outcome of recognition of prior learning application.

## 2. Audience and applicability

### 2.1

This policy applies to learners enrolled in training package qualifications or VET accredited courses.

### 2.2

This policy covers the recognition of skills, knowledge and/or experience gained through working and learning in Australia or overseas.

### 2.3

Credit transfer or recognition of prior learning will apply to training package qualifications and VET accredited courses that are on All High Risk Trainings' scope of registration.

### 2.4

The policy does **not** apply to the provision of recognition services on trade tests conducted on behalf of the NSW Vocational Training Tribunal.

## 2.5

This policy does not apply to non-nationally recognised (NNR) courses.

## 3.Context

### 3.1

Recognition including recognition of prior learning (RPL) is a process of giving learners credit for skills, knowledge and/or experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning in Australia or overseas, through work or other activities such as volunteering.

### 3.2

For the purpose of this policy 'learner' and 'customer' may be used interchangeably.

### 3.3

In All High Risk Training Pty Ltd recognition is assessed and reported against the outcomes of units of competency and/or modules within training package qualifications and/or accredited All High Risk Trainings' courses.

### 3.4

Applicants applying for recognition should be aware of specific consequences associated with the granting of recognition. These consequences may impact upon learners who access income support or who are on temporary visas; require changes to their personal details; undertake graded courses and who may be eligible for prizes or medals. Some industry bodies may not accept credit granted by recognition of prior learning e.g. the Tax Practitioner's Board.

### 3.5

This policy is supported by All High Risk Training Pty Ltd implementation guidelines for credit transfer and recognition of prior learning.

## 4.Responsibilities and delegations

### 4.1

#### **All High Risk Training Pty Ltd Customer Service**

#### 4.1.1

Chief Executive Officer, All High Risk Trainings' CEO is responsible for publishing and maintaining the policy and guidelines.

### 4.2

#### **All High Risk Trainings' third party agreements are responsible for:**

#### 4.2.1

developing local procedures and processes to implement the principles of recognition.

#### 4.2.2

developing local procedures and processes (including fee structures) for fee for service recognition services.

All High Risk Training Pty Ltd  
ABN: 51 6047 387 21  
ACN: 604 7387 21  
RTO Provider No: 91463

275 Princes Hwy,  
Unanderra. NSW. 2526  
Tel: 0419 243 676  
Email: info@aota.com.au

4.2.3

complying with the requirements of [Standards for Registered Training Organisations \(RTO\) 2015](#) (particularly the principles of assessment and the rules of evidence).

4.2.4

meeting the terms and conditions that cover training and assessment (including RPL) for Smart and Skilled contract, including obligations for record keeping and reporting credit transfers and recognition of prior learning, as set out in [Smart and Skilled Contract Terms and Conditions 2015](#) and the [Smart and Skilled Operating Guidelines](#).

4.2.5

ensuring all evidence supporting the granting of credit transfer and recognition of prior learning is kept in accordance with All High Risk Trainings' record keeping requirements.

## 5. Monitoring, evaluation and reporting requirements

### 5.1

This policy will be monitored on an ongoing basis by All High Risk Trainings' compliance officer in consultation with relevant stakeholders.

## 6. Contact

Manager, Quality Support

All High Risk Training Pty Ltd Administration Office

|   |                 |                                 |
|---|-----------------|---------------------------------|
| Version 3                                   | Initial release | 20 <sup>th</sup> February, 2016 |
| Position responsible for policy: <b>CEO</b> |                 |                                 |
| Signature of CEO:                           |                 |                                 |