



POLICY - RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER

Purpose	The purpose of this Policy & Procedure (P&P) is to describe how Signet Institute of Australia will confirm and recognise the competencies students have obtained outside the formal education and training environment. These competencies may have been gained through informal or non-formal training or through life or work experience.
Scope	This Policy & Procedure provides guidance on describe the manner in which Credit Transfer and Recognition of Prior Learning (RPL) will be conducted at the RTO.
Requirement	<p>The RTO must determine the amount of training they provide to each learner with regard to the existing skills, knowledge and the experience of the learner.</p> <p>The RTO must develop and implement a system to ensure that assessment judgements, including those made as part of the recognition of prior learning, meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence. The RTO must ensure that potential learners are made aware of opportunities for recognition of AQF qualifications and Statements of Attainment issued by other RTOs. This recognition is to occur before commencement of the training and assessment program.</p> <p>The RTO must offer recognition of prior learning (RPL) to individual learners Where a learner provides suitable evidence, they have successfully completed a unit of competence or module, the RTO must provide credit for that unit or module. Before providing credit on the basis of a qualification, statement of attainment or record of results, the information in the document must be authenticated (e.g. by contacting the organisation that issued the document and confirming the content is valid).</p>
Reference Documentation	Other reference documentation which relates to this P&P includes: Department of Training and Workforce Development, WA Publication: <ul style="list-style-type: none">Assessment in the VET sector
Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.

Policy	<p>Potential students are to be made aware that Signet Institute of Australia recognises the AQF qualifications and statements of attainment issued by other RTOs. This must occur before commencement of the training and assessment program.</p> <p>Where a learner provides suitable evidence to demonstrate that they have successfully completed a unit of competency or module, the RTO must provide credit for that unit or module. Before providing credit on the basis of a qualification, Statement of Attainment or Record of Results, the information must be authenticated by contacting the organisation that issued the document and confirming the content is valid. Students should not be charged fees for this recognition.</p> <p>Signet Institute of Australia training and assessment practices are to be responsive learner needs and all assessment conducted by Signet Institute of Australia must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.</p> <p>Signet Institute of Australia offers recognition of prior learning (RPL) to individual learners. Students are to be provided with adequate information, support and opportunities to engage in RPL. Training and assessments systems, including RPL documentation, will be systematically validated.</p>
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Procedure

Identify Students needs	
Meet with the student and discuss their training and assessment requirements making sure you cover: <ul style="list-style-type: none">Any AQF qualifications and statements of attainment issued by other RTOsTheir on-the-job experienceTheir special needs, if they have any	Tools & Templates Responsibility Admissions Officer / Trainer and Assessor
Output: Students Needs identified	

Credit Transfer	
Verify the authenticity of any AQF qualifications and statements of attainment issued by other RTOs and issue credits as appropriate. Modify the students Training & Assessment Plan accordingly	Tools & Templates Template – Application for Credit Transfer Responsibility Admissions Officer / Trainer and Assessor
Output: Student Training & Assessment Plan	

RPL Process	
Although it is acknowledged that RPL process will be different for different qualifications and situations it is recommended that RPL follows these steps: <ul style="list-style-type: none">Self-evaluation - before enrolment the student completes a self-evaluation.Knowledge and skills conversation – after enrolment the assessor interviews the student during which time the student may produce relevant documents such as third-party reports, work samples, licenses, academic records, resume, references etc.Confirmation – the assessor confirms claims made by the student with third parties.Demonstration of competence – following the interview the student completes the assessment tasks including practical activities.	Tools & Templates Template - RPL Application Form Responsibility Admissions Officer and Trainer & Assessor
Output: RPL Process initiated	

Initial contact	
Provide the Candidate with the Candidate RPL Kit and meet to and discuss RPL process. Use the Template – Candidate RPL Kit: <ul style="list-style-type: none">What it is and how it worksHow they will be assessedTheir special needs, if they have anyWhat evidence they need to provideThe roles and responsibilities of each partyThe cost of the RPLThe time allowed to complete the RPL The Student Appeals process in accordance with P&P– Complaint & Appeals	Tools & Templates Template - RPL Application Form P&P– Complaints & Appeals Responsibility Admissions Officer
Output: Students needs identified	



Self-evaluation	
Get the student to complete the RPL documentation which includes the self-evaluation of the candidate, with the assistance of the assessor if necessary.	Tools & Templates Template - RPL Application Form Responsibility Trainer & Assessor
Output: Completed Self-evaluation	

Enrol the Student	
Based on the outcome of the self-evaluation enrol the student in all or part of a Course or Qualification in accordance with P&P– Confirmation of Enrolment.	Tools & Templates P&P–Confirmation of Enrolment Template – Overseas Student Application Form Template – Domestic Student Application Form Responsibility Admissions Officer
Output: Student Enrolled	

Assess knowledge and skills	
Assess the student's knowledge and skills using the Signet Institute of Australia RPL documents and record details of any evidence they provide.	Tools & Templates Template - RPL Application Form Responsibility Trainer & Assessor
Output: Completed RPL Evidence Review	

Conduct Assessment	
Assess the student's competency. The assessment tools already developed for the Unit or Qualification will be used for the gaps identified in the RPL evaluation. Record details of the assessment outcomes in an assessment summary document for the Unit or Qualification.	Tools & Templates Assessment Materials Responsibility Trainer & Assessor
Output: Completed Assessment Summary	

Inform the student of the assessment outcome	
Once the assessment process has been completed inform the student of your decision for each unit. Where they failed to demonstrate competency discuss gap training options.	Tools & Templates Responsibility Trainer & Assessor
Output: Assessment Outcome	

Feedback

Ask the student to provide feedback on the RPL process in accordance with P&P- Data Collection & Analysis.	Tools & Templates P&P- Data Collection & Analysis Responsibility Administration Officer
Output: Student feedback	

Records Management	
Key documents such as the assessment summary will be placed on the RTO's Student management system- Canvas (SMS). Results are to be entered into Canvas (SMS) on completion of all assessment activities.	Tools & Templates Canvas (SMS) Responsibility Administration Officer
Output: Completed Assessment Summary and Student Records	

Key Performance Indicator	
The effectiveness of this P&P will be measured through the validation of RPL assessment and Credit Transfers conducted.	