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Purpose

This Policy ensures BCC Institute's compliance with the NSW government's Smart and Skilled Program requirements and ensures compliance with Clause 1.12 of the Standards in relation to Recognition of Student Prior Learning. BCC Institute is committed to and has implemented an effective skills recognition process in line with the requirements of the *NSW Recognition Framework*:

www.training.nsw.gov.au/forms_documents/skills_recognition/recognition_framework.pdf

Definitions

College means BCC Institute.

Credit Transfer (CT) means the recognition of learning achieved through formal education and training. Under the RTO Standards 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a student to be awarded a unit of competence based on successful completion of the unit which has been previously awarded.

Policy means this Recognition of Prior Learning Policy.

Recognition of Prior Learning (RPL) means 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 VET accredited courses.

- *Formal learning* refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- *Non-formal learning* refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and

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- *Informal learning* refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Standards means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework.

Policy

RPL assesses prior learning against the requirements of a qualification, in respect of both entry requirements and outcomes to be achieved. RPL encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. RPL keeps the system of qualifications open to recognition of the value of learning achieved outside the formal system, as part of everyday living in a continuum of learning throughout one's life.

In order to recognise prior learning it is necessary to:

- Compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification for which the student is using as a basis for seeking entry or the award of credit; and
- Determine appropriate evidence to support the claim of prior learning.

The processes used to assess RPL applications may take several (not mutually exclusive) forms, for example:

- Participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course;
- Assessment based on a portfolio of evidence;
- Direct observation of demonstration of skill or competence;
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence;
- Testimonials of learning, skill or competence; and
- Combinations of any of the above.

BCC Institute ensures that trainers and assessors remain current in their professional development and in their knowledge and understanding of issues related to recognition.

1. RPL Process

As a component of the student recruitment and enrolment process, BCC Institute implements a robust RPL process to ensure that:

- The uptake of RPL is encouraged and RPL processes are reviewed to streamline the RPL application process;
- Where possible, the student is able to complete the qualification in less time;
- RPL information is provided to students prior to enrolment and prior to commencement of formal training delivery in a course program;
- RPL processes offered provide adequate information, support and opportunities for students to engage in the RPL process;

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- RPL decisions are made prior to the commencement of the course, subject or unit for which the RPL is being claimed; and
- RPL assessment processes and procedures meet the same delivery and quality assurance requirements as all other assessment arrangements.

2. RPL Requirements

To achieve RPL, students must:

- Apply for RPL;
- Provide appropriate RPL evidence (including documents, demonstrations and interviews as may be relevant); and
- Have this evidence assessed as meeting all of the requirements of the entire Unit of Competency.

Where students have gaps, or require additional mentoring and support, RPL is not applicable. In these cases *learning* is occurring, and a '*Competent*' result is achieved on completion of assessment.

3. RPL Applications

It is *mandatory* that students wishing to achieve RPL with BCC Institute complete a *Credit Transfer / RPL Application Form* and provide this form with their evidence submission for assessment. This application form ensures:

- The Application for RPL is recorded effectively;
- The start date for each Unit of Competency is correctly identified; and
- The appropriate declarations of authenticity of prior work are recorded.

Start Dates

The official start date for a Unit of Competency through RPL is determined (by NCVER) as the date that the student submitted their evidence portfolio for assessment. This is the start date that all BCC Institute personnel are to record on the student's training and assessment plan (actual start date section for each unit).

This date is critical for compliance in cases where financial subsidies are being received for the student's course.

The RPL result date is the final date that the student provided all evidence required and was deemed to have achieved the unit '*RPL-Granted*' result.

Financial / Regulatory Implications

All BCC Institute personnel must ensure they are aware of RPL implications with regard to financial / regulatory impacts in their region and projects. RPL in some jurisdictions is:

- Fully subsidised;
- Partially subsidised; or
- Not subsidised.

Depending on the region, when students are applying for RPL, it is critical that BCC Institute personnel understand any financial implications that may apply and discuss correct fees and charges with the student concerned.

4. Credit transfer

BCC Institute acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills

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framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

5. Procedure of Credit Transfer (CT) Applications

The Training Manager shall manage student Credit Transfers. Students wishing to apply for CT should complete the following steps:

1. Complete a Credit Application Form which is available on the website or from Student Administration at the College and lodge the application along with evidence to support the application. Qualifications and Statements of Attainment issued by other RTOs must be originals or appropriately certified copies of the originals.
2. The Training Manager will review the Credit Application Form and note on the form whether the units applied for are approved or not.
3. Where the units of competence do not align with the units of competence requested, further information is to be sought in the form of Training Package mapping guides or purchasing guides.
4. Applicants are advised of the decision in a Credit Transfer Letter within ten working days. The letter will also inform applicants of their ability to appeal the decision if not satisfied, by writing to the Training Manager.
5. Appeals to the Training Manager shall be accepted in cases where the applicant is not satisfied with the decision. Appeals must be made with 14 days of the original decision.
6. The completed Credit Application Form must be signed by the student and the BCC Institute Training Manager (or delegate) and retained on the student's file. A copy of the Credit Application Form and the Letter are placed in the individual student's file.

6. Fees for RPL or CT

Under the Smart and Skilled Program, Student Fees will be adjusted if you are granted RPL or Credit Transfer for any units in the Training Program. If you apply for, and are granted, RPL or CT before enrolment this will be inputted to the Fee Calculator and the fee you are charged will be reduced. If RPL or CT is awarded after the start of the Training Program you will receive a refund to any student fees paid. For further details refer to the Smart and Skilled Fees and Refunds Policy.

7. Student Information

Students can find out more about Recognition of Prior Learning in the *Candidate Guide to Skills Recognition*: www.training.nsw.gov.au/forms_documents/industry_programs/skillsonline/rpl_candidate_guide.p

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