

Recognition and Credit Transfer Policy

SCOPE

1. The objective of the Recognition and Credit Transfer 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

2. Enquirers will be offered an outcome to meet their specific circumstances within Superior Training Centre Scope of Registration, subject to the fees and charges outlined below (subject to change and review annually).

PROCEDURE:

3. The RPL Policy is to be consistent with the Access and Equity Policy.
4. Only accredited assessors will conduct RPL assessments on behalf of Superior Training Centre.
5. All RPL assessments are to comply with the requirements detailed in the curriculum documentation or training product documentation.
6. RPL Applications are available from Superior Training Centre.
7. The general principle to be observed is that "As the level of risk increases, there should be a corresponding increase in the rigor of the RPL processes".
8. Superior Training Centre RPL Policy is based on National Assessment Principles:
 - a. "Superior Training Centre assessment process shall provide for the recognition of prior learning regardless of where this has been acquired"

Assessment Processes

9. The assessment process will cover the following:
 - a) Assessment processes should cover the broad range of skills and knowledge needed to demonstrate competency.
 - b) Assessment of competency should be a process that integrates knowledge and skills with their practical application.
 - c) During assessment, judgments to determine an individual's competency, wherever practicable, are based on evidence gathered on several occasions and in a variety of contexts or situations, including the validation of evidence.

- d) Assessment processes should be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
- e) Assessment should cover both on and off the job components of training.
- f) Assessment processes should provide for the recognition of competencies no matter how, where or when they have been acquired.
- g) Assessment processes should be made accessible to individuals so that they can proceed readily from one competency standard to another.
- h) Assessment practices must be equitable to all groups or individuals.
- i) Assessment procedures and the criteria for judging performance must be made clear to all individuals seeking assessment.
- j) The assessment approach should be participatory – the process of assessment should be jointly developed/agreed between the assessor and the candidate.
- k) A referee check will be conducted if required to confirm the authenticity of evidence.
- l) Opportunities must be provided to allow individuals to challenge assessments and provision must be made for reassessment in accordance with the Complaints and Appeals Policy, Superior Training Centre Code of Practice, Superior Training Centre Staff Handbook and Superior Training Centre Student Handbook.
- m) Procedure for RPL can vary according to the candidate's circumstances however this model is the standard**
 - a. Initial call with candidate and STC staff to explain the procedure and possible fees. Send the candidate a self-assessment RPL kit.
 - b. Candidate fills in self- assessment from RPL kit and attaches documentation
 - c. RPL assigned to a qualified trainer to review the self-assessment and a time set up for a candidate interview/skills test
 - d. Interview and skills test conducted at Unit1/13 York Rd. or at a suitable location.
 - e. Trainer drafts notes and outcomes of the interview and delivers results to STC administration/sales in 48 hours or less.
 - f. Training plan, units, fees, and timeline communicated to candidate

AQF Qualification Recognition

- 10. As required by the SRT0 2015, Superior Training Centre as an RTO must accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by RTO's.
- 11. Superior Training Centre Assessors must accept and recognise Statements of Attainment and AQF qualifications gained from other RTO's where national ANTA or State logos are justifiably used and competency is determined to be current and relevant. Assessment or re-assessment in such cases infringes an applicant's recognition rights and is non-compliant with the Standards for RTOs 2015.
- 12. In the event a client/stakeholder wishes to undertake training in a recognised training program for refresher purposes, then they will be advised that the assessment at the learning level will not be necessary, however, may be offered as an option.

13. Where the recognised AQF qualification forms part of another AQF qualification e.g. TAAASS401A (Plan and Organise Assessment), the client/stakeholder will be enrolled in the additional units only.
14. Clients/stakeholders with part AQF qualifications will be required to provide documented evidence of their qualifications.
15. An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of qualifications can be justified.

Guidelines to International Students

16. Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
 - a) 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),
 - b) Where Credit Transfer or RPL is granted after the issue of a visa, the amended course duration will be reported report any change in course duration in Provider Registration and International Student Management System (PRISMS) if RPL or course credits within 14 working days and a new COE will be issued.
17. Students are required to submit the Credit Transfer or RPL Application Kit to have the Credit Transfer or RPL formerly assessed.

Recognition Fees

18. The fees for RPL are as follows:
 - a) Recognition for qualifications up to and including Certificate III will incur a cost per unit +GST
 - b) See the Appendices for unit costs for all qualifications within the training scope of Superior Training Centre
19. Certificates or Statements of Attainment will not be issued until all fees are paid.