

Recognition of Prior Learning (RPL) and Course Credit Policy and Procedure

Policy

Sherwood Institute of Australia (here after known as 'SIA') is committed to ensuring the highest quality support for our students.

This policy and procedure is under the provision of Standards for Registered Training Organisation 2015, Standard Three Clause 3.5 implementing a procedure for SIA to process student's applications for Recognition of Prior Learning (RPL) and Course Credit, and document the results. It will provide a process that ensures that students will receive a written copy of the outcome of RPL and Course Credit application. Records will be kept through Customer Relationship Management (CRM) Software.

Purpose

This policy and procedure is made to provide students with the opportunity to apply for an RPL and Course Credit.

Learners who have completed appropriate training or who through prior learning and experience have gained the required skills/competencies stipulated for the modules of the course may be granted credit upon substantiation of that claim. Students may make an application on request.

The organisation advises all applicants of RPL opportunities and procedures on enrolment.

The performance criteria of the course module set the RPL benchmarks.

Evidence for credit of prior learning may include:

- Evidence of current competence;
- Performance, demonstration, or skills test;
- Workplace or other pertinent observation;
- Oral presentation;
- Portfolio, logbook, task book, projects or assignments;
- Written presentation;
- Interview;
- Simulations.

Scope

This policy and procedure applies to all Australian citizens and permanent resident of Australia who does not come from any colleges/or have not taken up college; and student from other college/ RTO who wants to continue the course with SIA. A special assessment will be conducted by a training recognizing their existing skills and knowledge on the course they prefer to take up with SIA.

SIA recognises Australian Qualification Framework qualifications and Statements of Attainment which are issued by any other Registered Training Organisation.

Students may be entitled to a credit transfer in the following circumstances:

- Completed units of competency from a relevant National Training Package.
- Approved units of competency from a National Training Product.
- Successful RPL application and Course Credit

Definition

'RPL' is the acknowledgment of skills and knowledge that have been gained through training, work or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the learning outcomes of the current course or training package.

'Course Credit' on the other hand, is for students who took courses or units from other college/ RTO and did not finish or those who withdrew from the course, yet they want to continue their course with SIA. Assessment on this will include evaluating a previously completed unit of competency to determine if it provides equivalent outcomes to those specified in the current training package of SIA.

Procedure

1. RPL (*Recognition of Prior Learning*)

RPL is managed by qualified staff. A candidate may receive recognition for all competencies required for the course module or recognition of high standing. High standing recognition indicates that some but not all competencies for the course module have been attained. The benchmarks for RPL are the learning outcomes of the module.

Evidence considered for assessment is the Application Form plus a wide range of supporting evidence. Initial assessments are conducted with candidates self-assessing against the learning outcomes of the modules. Assessments are evaluated by the PEO or a panel consisting of a course/subject expert and the PEO.

If further evidence is required then this is negotiated with the candidate. The process may take any practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, fairness and flexibility.

It may include a further interview, written assignment, workplace assessment or collection of other material.

Assessment must be conducted by a qualified assessor.

The RPL applicant is advised promptly of the RPL outcome. If the application is not successful, the reasons are given and unsuccessful applicants are advised of the appeal mechanisms. “Gap Training” learning options prior to a second assessment will be suggested. “RPL” is recorded on the student’s record if recognition is granted.

2. Course Credit

Course Credit is applicable to students from other RTO who wants to continue their course with SIA. This includes evaluating a previously completed unit of competency to determine if it provides equivalent outcomes to those specified in the current training package of SIA. If the student has a verified statement of attainment from the other RTO for the exact same course or unit, then credit will be given automatically.

The course credit applicant is advised promptly of the outcome. If the application is not successful, the reasons are given and unsuccessful applicants are advised of the appeal mechanisms from SIA’s Admission Officer.