



STRATHFIELD COLLEGE

(A member of the Australian Vocational Institute Group Pty Ltd)

Recognition of Prior Learning Process Map and Information Kit

Step 1:

Applicant approaches the relevant Director of Studies at Strathfield College with an enquiry about the possibility of RPL in SC accredited qualifications or a unit of competency

Step 2:

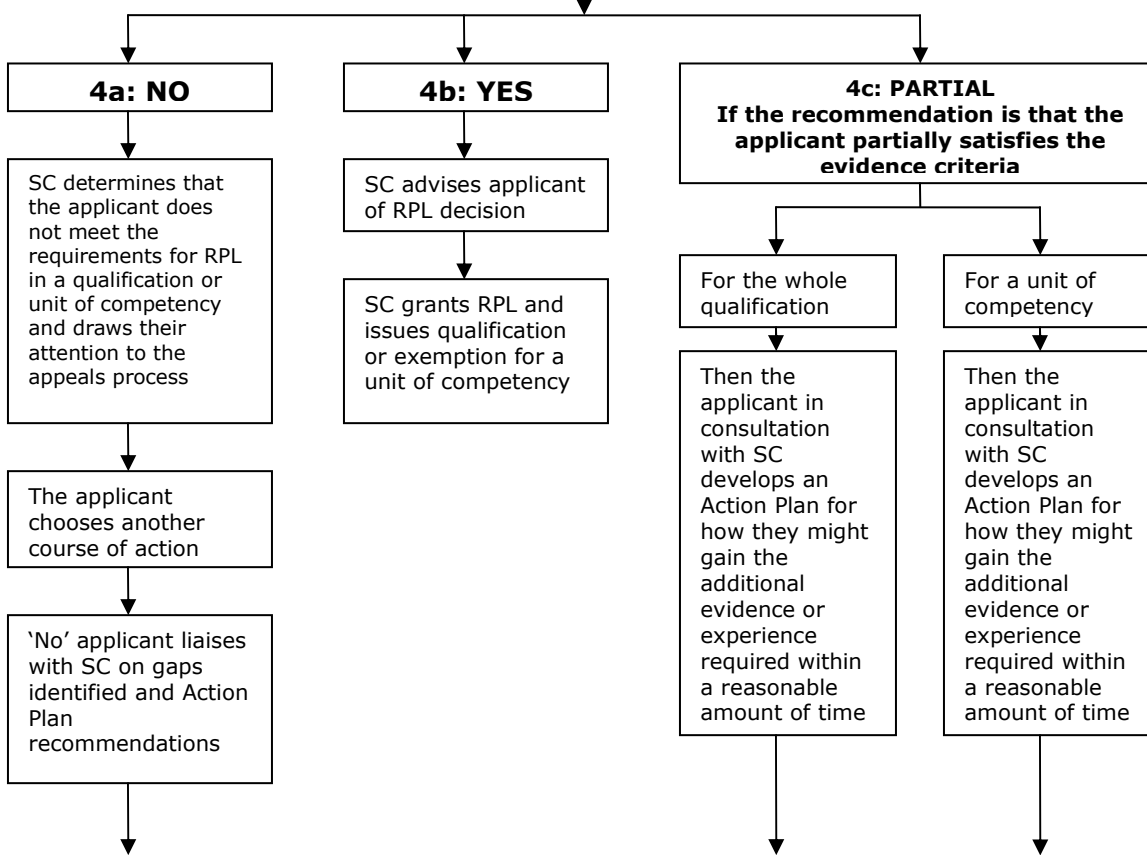
SC provides an information package to the applicant about RPL, including training package specific information and a preliminary self-assessment checklist

Step 3:

Applicant completes preliminary self-assessment, collects supporting documentation and approaches SC Director of Studies about proceeding with RPL application. Applicant obtains information kit and submits RPL application

Step 4:

SC makes an assessment and makes a recommendation to the applicant about continuing with the RPL process

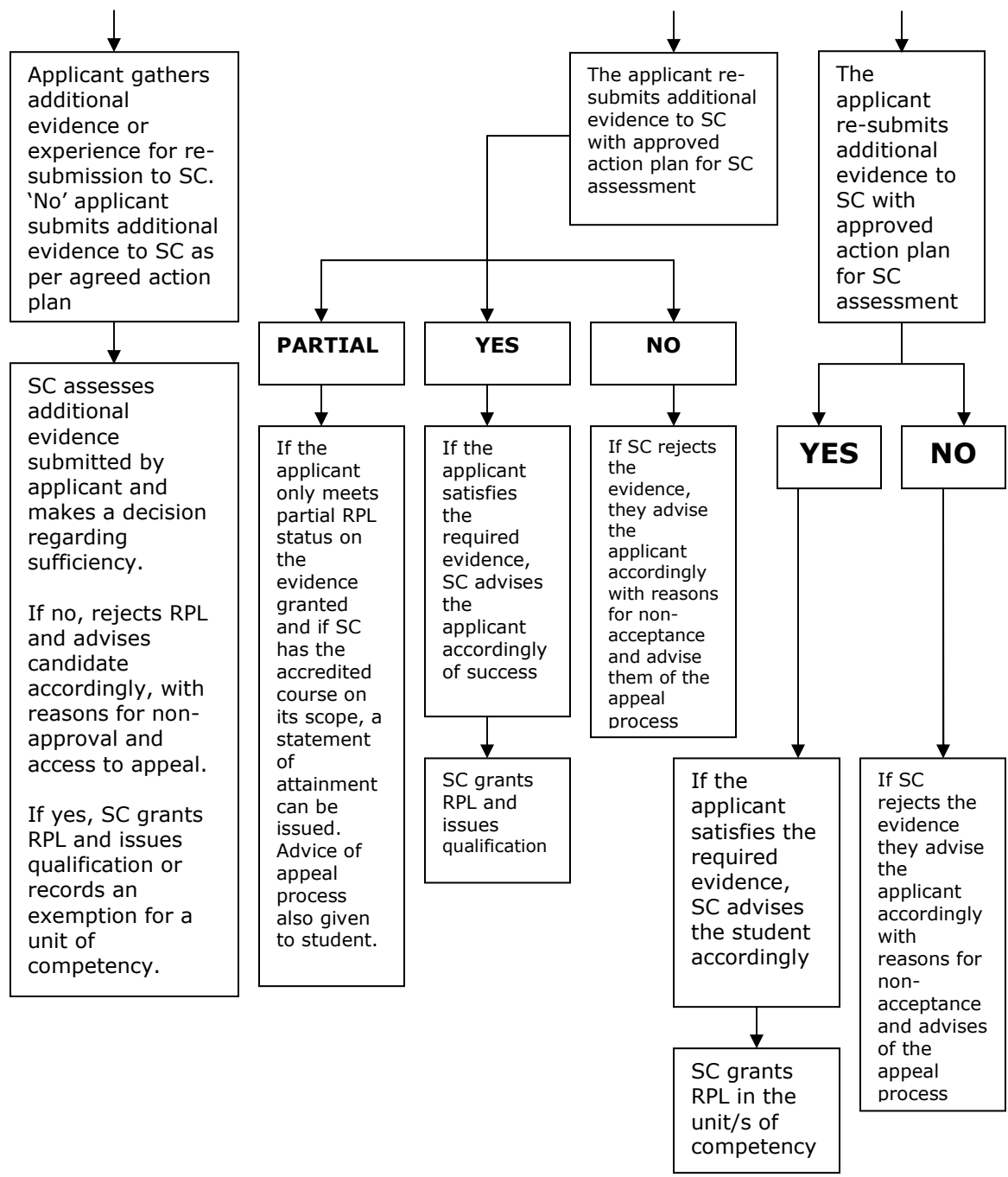




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Introduction

Participants undertaking training are able to apply for:

- ☞ Recognition of Prior Learning (RPL).
- ☞ Recognition of current competencies
- ☞ Recognition of Qualifications issued by other RTO's (Credit Transfer)

These exemptions will be granted when all the stated learning outcomes and performance criteria of the training courses have been shown to be met. This Information Kit is designed to guide applicants through the various steps that are involved in the process.

How is prior learning recognised?

Every training course contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent in assessor training.

Broadly speaking, the process involves matching what participants already know and can do with the learning outcomes of the module.

This recognition process enables participants to focus on developing skills and knowledge in new areas, rather than having to re-learning what they already know and can do.

Who can apply

All training participants can apply if they think prior learning and experience mean you can provide evidence to show that you are already competent in the learning outcomes of the training course.

Benefits of RPL/RCC/Credit Transfer:

- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the participant's current competence in comparison to the stated standards of competence required
- The process can clarify what relevant skills the participant does and does not possess so that the learning program can be tailored accordingly

How do you show evidence of competencies gained via prior learning?

There are many ways that you can show evidence of the competencies you hold. Exemption can only be granted on current evidence, that is, work that has been completed within the last two years.

Following are a few examples of the ways evidence can be provided. You will need to include a variety of these in your application form.

Education and training (RPL)

- Formal, accredited and informal training



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- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and or study that you have undertaken and the learning outcomes/ competencies achieved from these

Work related experience (RCC)

- Positions held in the workforce
- Resume of work experience which may include reports from work colleagues
- Copies of any statements, references or articles about your employment or community involvement
- Relevant samples of work

Life experiences

- Industry involvement
- Relevant work or other experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

Please remember, the above are only examples. You should provide all the documentation that you can which clearly shows evidence of the competencies you hold.

Guidelines for credit transfer:

- Credit transfer is directly related to competencies gained
- Credit transfer procedures require documentation of competencies achieved so that they can be matched with the outcomes of a training course
- It is recommended that credit transfer should only apply to modules of work that are up-to-date. Therefore modules of work completed more than two years previously should not be eligible for credit transfer.

Recognition of prior learning procedure

- If you consider that you have already acquired the learning outcomes of a training course that is offered by the Strathfield College, you may formally apply to have these skills recognised.

The Assessment can only be carried out through you providing evidence of the relevant competencies that you believe you hold. This is achieved through completing the application form and forwarding this along with the required fees.

The following sequential process has been established as the procedure to be followed by an applicant who wishes to obtain credit of prior learning or current competencies.



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Step 1 – request

1. Applicants who consider applying for recognition will contact the Strathfield College Director of Studies, who will provide this information package and advice to the applicant.

Step 2 – conduct a self-assessment

1. Applicants will utilise the information contained within this information kit to conduct a self-assessment against the selected training course learning outcomes.
2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.

Step 3- complete application and send to Strathfield College

1. Applicants will need to gather all relevant supporting documentation and complete the application form with honest, clear, complete and concise information.
2. The completed application form with certified copies of supporting documentation will then be forwarded to the relevant Director of Studies who will assess the application.

Step 4 – assessment

On receipt of the application, the relevant Director of Studies will determine the completeness and relevance of the documentation. The applicant will be advised of:

- Non-acceptance or acceptance of the application; or
- deficiencies that must be rectified or addressed before the application can proceed

The Director of Studies will compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements. The Director of Studies will check that the evidence submitted conforms to the principles of evidence:

- Validity (is the evidence relevant?)
 - Sufficiency (is there enough evidence?)
 - Authenticity (is the evidence a true reflection of the candidate?)
 - Currency (is the evidence recent – obtained within 2 years?)
- 4a) In the event of the applicant not meeting the requirements they are notified and suggestions may be made as to how the candidate might gather more evidence, experience and skills or undertake gap training. An action plan is also developed with all records kept for seven years.
 - 4b) In the event of partial completion of the learning outcomes, the Director of Studies should outline which performance criteria still needs to be achieved, and preferably what evidence is still required

Options may include:

- Supply further supporting documentation
- Complete the assessment activity portfolio
- Complete individual modules of the appropriate training course



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The Director of Studies will complete and report the decision for the applicant and advise student of the resubmission process

Strathfield College will keep records of all applications for seven years on the student file

- 4c) Strathfield College meets with applicant to discuss the RPL process. Strathfield College completes enrolment details, provides applicant with RPL kit and agrees on communication/mentoring arrangements

Applicant gathers evidence and liaises/meets with Strathfield College on matters relating to evidence-collection and presentation of evidence in portfolio form

Applicant submits RPL evidence portfolio to Strathfield College for assessment

The 'Yes' applicants have met all the obligations against the learning outcomes for a unit of competency or total qualification as assessed by:

- Strathfield College having arranged a face-to-face and/or telephone interview to walk applicant through the RPL process
- Strathfield College provides advice about quality evidence, assembly and presentation of portfolio
- Strathfield College confirms contact arrangements with applicant for inquiries while applicant is collecting evidence
- Strathfield College advises applicant about submission process and outcome

Notification

Strathfield College will notify the applicant of the decision within 2 weeks of receiving the application.

Appeal

The applicant has the right to appeal the Director of Studies' decision, if they believe the decision is unfair, unjust or if the Director of Studies has misinterpreted the evidence.

In the case of an appeal, a new assessor will be assigned to review all material available and make a decision with one or two possible outcomes:

- grant recognition
- deny recognition

Once again, the review assessor will notify the applicant of the decision within two weeks of receiving the appeal.

The decision of the RPL review assessor will be final. If you are unhappy with the decision, you may contact the Industry Skills Council for an independent opinion.

Strathfield College's Obligations

The inquiry stage:

- Strathfield College briefs or trains staff to respond to RPL enquiries



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- This should include information about RPL fees ('minimal and cost effective') and information about time and rigour involved
- If there are a number of prospective RPL candidates, Strathfield College may conduct a common briefing session