

Prior Learning

Version Information

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Purpose

Goodstart Institute of Early learning provides a supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous or current training, work experience and/ or life experience.

Scope

Students are able to apply to have their existing knowledge and skills assessed against the endorsed units of competency contained in a training program listed on the Goodstart Institute of early learning scope of registration.

Policy

Each of Goodstart Institute of Early Learning aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the learning outlines defined within the specific course of study. Students are able to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT).

Definitions

AQF qualification

This means an Australian Quality Framework qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment

This means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

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Competency

This means the consistent application of knowledge and skill to the standard of performance required in the workplace.

Credit Transfer

Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched unit/s of competency.

Recognition of Prior Learning (RPL)

This 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.

- a) 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);
- b) 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
- c) 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).

Unit of competency

This means the specification of the standards of performance required in the workplace as defined in a training package.

Mutual recognition

Goodstart Institute of Early Learning accepts and mutually recognises the decisions and outcomes of any Registered Training Organisation, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by any other Registered Training Organisation.

State Contract requirements

Goodstart Institute of Early Learning will update relevant state training services websites and records as per state contractual requirements. Credit transfers and RPL's are recorded in:

- VETtrak – outlining all relevant information about the process undertaken, evidence and outcomes, notes made against the student name and units that RPL or credit transfer were awarded for
- Training plan – recorded in relevant section.

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All potential students at the enrolment process are given the opportunity to discuss prior skills, work experience, learning and knowledge that may support their progression into VET qualifications, provided that the learning is applicable to the competency outcomes, the evidence is presented and verified and is still current.

Goodstart Institute of Early learning has processes in place to assist the student in providing evidence to support competencies currently held.

Credit Transfer

Students that hold unit(s) of competency for the qualification they are enrolling into are invited to apply for Credit Transfer (CT). They are required to provide a copy of the Statement of Attainment or transcript to Student Services. Student Services will verify the document with the issuing RTO. Where this is not possible, the Statement of Attainment or transcript will need to be certified or the original sighted by a Goodstart Institute of Early learning representative. Goodstart Institute of Early learning will not accept certification from non-RTO training providers for CT purposes.

Student Services will determine the match and equivalency of competency(s) held. If the match is identical, credit transfer is granted and fees adjusted. If the unit is superseded and not equivalent as per the qualification package, the application is to be forwarded to the National Manager to determine if CT can be granted. The student will be advised of the outcome.

Students that can credit transfer units in their first Unit of Study period and therefore complete earlier than the set date are able to commence their next Unit of Study, their training plan is updated and reflects the changes and inclusion of Credit transfer.

Recognition of Prior Learning

Where a student has knowledge, skills and experience that may be considered for Recognition of Prior Learning (RPL), the student is emailed the RPL Application Form or a link to an online RPL Eligibility Application. The student is responsible for completing the application, collecting the evidence to support their application and emailing this to goodstart@goodstart.edu.au before enrolment.

A preliminary review of the evidence is conducted to determine if the student has grounds for RPL. Student Services will advise the student of possible re-adjustment of fees if the RPL is granted.

RPL is awarded if the evidence supplied meets the requirements of the relevant Training Package, meets workplace and regulatory requirements and evidence is supplied and matched with criteria for each unit of competency in the relevant Training Package. The Trainer and Assessor must check evidence for validity and will contact the student for further evidence or questioning.

When RPL is awarded, the evidence and decision will be documented in the Student Management System and the Student Service team will finalise the enrolment, adjust unit outcomes and confirm the adjustment in tuition fees.

Goodstart Institute of Early Learning assessment processes will ensure that the delivery and outcome of a Credit Transfer or Recognition of Prior Learning application is timely, fair and transparent in accordance with the Standards for Registered Training Organisations (RTOs) 2015.

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Evidence may include, but is not limited to:

- Resume outlining the experience
- Letter of reference
- Job description
- Samples of work produced
- Evidence of attendance to seminars
- Minutes of meetings attended
- In-house training certificate
- Awards, commendations, certificates of achievement
- Demonstration / verbal confirmation
- Question and answers, written evidence
- Any qualifications, or statements of attainment for accredited training that has been completed

Some applications may require additional verification, which can include verbal confirmation from employer or supervisor.

The applicant will be notified in writing of the outcome of the RPL. On the basis of the assessment the applicant will be advised that:

- The application has been granted or
- The application has been denied or
- Further evidence is required.

Students request for RPL

If a student wishes to apply for RPL they must contact student services to enquire about RPL, student services and the relevant trainer and assessor will:

- Send RPL enrolment form to student
- Review the RPL enrolment form, advise student of outcome
- RPL toolkit sent to the student
- Self-assessment and evidence assessed
- Trainer and assessor determines the RPL assessment plan and which units require RPL process.

Retention requirements

Goodstart Institute of Early Learning will retain and record student assessment items including credit transfer and RPL applications/decisions for at least six (6) months after the competency decision was made. For students enrolling into a course under a Queensland funding initiative, assessment documents must be retained for six (6) years from the end of the term.

Where it is not possible to save the student's work, an Assessor must record completed marking guide and criteria material to demonstrate the judgment of the student's performance against the standard required.

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Appeals

Goodstart Institute of Early Learning allows students to challenge assessment outcomes in relation to this policy and provision must be made for reassessment in accordance with the Complaints Policy.

Information for students applying for Recognition of Prior Learning

When you apply for Recognition of Prior Learning (RPL) you are applying to have your skills formally recognised in the national system. Trainer and Assessors have to make sure you have the skills and knowledge to meet the industry standards.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume.
2. Bring your position description and any performance appraisals you have from any industry related shops/offices/facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the Trainer and Assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The Trainer and Assessor will need to contact them.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your Trainer & Assessor about other ways you can show your skills in the industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Relevant documentation

- Assessment policy
- Pre-training review
- Enrolment form
- Student handbook
- Complaints Policy

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Goodstart Institute of Early Learning RPL Enrolment Process

