

# 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

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 outcomes 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.

### Competency

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

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## Credit Transfer (CT)

Credit Transfer is the recognition by an RTO of the AQF qualifications and statements of attainment issued by other RTOs, and

Is the granting of credit for equivalent units of competency/modules previously completed. The assessment process determines the extent to which the individual's initial course, unit or module is equivalent to the required learning outcomes; competency outcomes, or standards in a qualification. Credit transfer applies where the unit of competency/module previously attained does not have the same unit/module code or unit/module title; however, the Training Package or Accredited Course states that it is equivalent to the unit of competency/module being sought. Credit Transfer can also apply to other certification and formal learning such as tertiary qualifications where equivalence can be demonstrated

## Recognition of Prior Learning (RPL)

Recognition of prior learning is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning or competency outcomes

## Unit of competency

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

## 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 and/or Training Record – recorded in relevant section.

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All potential students completing 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 qualification and transcript to Student Services. Student Services will verify the student's transcript via the USI portal

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where possible, or will verify the document with the issuing RTO. Where neither of these options are possible the Statement of Attainment or qualification and transcript will need to be certified (by a Justice of the Peace or police officer) 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(ies) 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 Head of Institute to determine if CT can be granted. The student will be advised of the outcome.

Students that receive credit transfer for units within a study period may be able to complete their studies earlier than the standard course duration. The students training plan will be updated to reflect the relevant units where credit transfer was granted and their duration/schedule will reflect their new study period/s.

### Recognition of Prior Learning

Where a student has knowledge, skills, and experience that may be considered for Recognition of Prior Learning (RPL) the student will select they wish to seek RPL for their enrolment during the enrolment process. The student will then be required to complete the Initial RPL Evidence Collection document in order to determine their suitability for RPL.

A preliminary review of the evidence is conducted to determine if the student has grounds for RPL and will be notified during an RPL Interview with the relevant Trainer and Assessor. 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 (where applicable).

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*.

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.

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### 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 the student the RPL Initial Evidence Collection document
- Review the RPL Initial Evidence Collection document and undertake and RPL interview with the student
- Develop an RPL Assessment Plan with the student
- Issue further evidence collection tools to the student
- Review evidence to support RPL submitted by the student as per the Recognition of Prior Learning process.