

POL-ENR-11 Credit Transfer and Recognition of Prior Learning Policy

GOVERNANCE

SRTO Standard 1.8 - The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

- complies with the assessment requirements of the relevant training package or VET accredited course; and
- is conducted in accordance with the Principles of Assessment and the Rules of Evidence

SRTO Standard 1.12 - The RTO offers recognition of prior learning to individual learners.

National Code 2018 – Standard 2 – Recruitment of an overseas student.

PURPOSE

Ironwood Institute is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015) and the National Code 2018. As such, Ironwood Institute is required to offer Recognition to all students and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of the Training Packages and the VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

SCOPE

This policy applies to all students who are enrolled at Ironwood Institute or those who are seeking enrolment at Ironwood Institute. It also applies to all training and administration staff who are involved in its effective implementation.

DEFINITIONS

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015 and National Code 2018.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment 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.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained and the Rules of Evidence in the tables below.

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Recognition of Prior Learning (RPL) 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).

Registrar has the meaning given in the *Student Identifiers Act 2014*.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

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

Principles of Assessment

Fairness	<p>The individual learner's needs are considered in the assessment process.</p> <p>Where appropriate, reasonable adjustments are applied by the RTO to consider the individual learner's needs.</p> <p>The RTO informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.</p>
Flexibility	<p>Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none"> • reflecting the learner's needs. • assessing competencies held by the learner no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

Validity	<p>Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance. • assessment of knowledge and skills is integrated with their practical application. • assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence

Validity	The assessor is assured that the learner has the skills, knowledge, and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity, and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

POLICY STATEMENT

Ironwood Institute is committed to providing effective processes for Recognition options to all current and prospective clients.

Ironwood Institute will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages and VET Accredited Courses
- RPL assessment is conducted in accordance with the Principles of Assessment (POA)
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE)
- Recognition is offered to all students on enrolment
- Adequate information and support are provided to students in understanding the process and gathering reliable evidence to support their recognition claim
- All Recognition applications are processed in accordance with the Ironwood Institute Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

1. POLICY PRINCIPLES

Underpinning Principles

- a) Recognition is made available to any person prior to enrolment or commencing a course with Ironwood Institute.
- b) The process of Recognition takes place after the student is enrolled and as early as possible into the student's studies.
- c) Applying for Recognition will not result in applicants being exempt from completing that subject and receiving course credit unless it is granted.
- d) Applications for Recognition will be assessed, and the student informed of the outcomes in writing within 10 working days of the application being received.
- e) All international students will be informed that it is a condition of their visa that they are enrolled in full-time study. If Recognition is granted, the student will be required to enrol in alternative approved studies to make up their full-time study load and Ironwood Institute is required under Section 19 of the ESOS Act 2000 to notify any change in course duration.
- f) For all international students who are granted Recognition before the student's visa is granted, the CoE will indicate the actual net course duration and the fee for that course.
- g) If the Recognition is granted after the student's visa is granted, the change of course duration will be reported on PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act 2000.
- h) Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- i) Recognition is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded because of their prior knowledge, skills, and experience.
- j) Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- k) Recognition is an Assessment process, and as such is subject to all provisions of the Ironwood Institute "Assessment Policy".
- l) Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in Ironwood Institute Assessment Policy.
- m) All students may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that Ironwood Institute is registered to deliver.
- n) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- o) Competency may be derived from many sources:
 - i. Work experiences
 - ii. Work product
 - iii. Life experience
 - iv. Training programs offered by industry, private or community-based providers which may or may not have been formally recognised

- v. Training programs undertaken overseas (which may or may not be accredited in that country)
 - vi. Informal learning programs
 - vii. Certification from another RTO
- p) Only accredited and approved assessors will conduct Recognition assessments on behalf of Ironwood Institute. (See Assessment Policy)
- q) Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- r) Recognition application and assessments are subject to fees as outlined in Ironwood Institute 'Schedule of Fees'.
- s) The minimum acceptable claim for Recognition is a Unit of competency/module.
- t) Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
- u) Information of Recognition processes and arrangements are provided to all clients and prospective clients.
- v) 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 competency can be justified.
- w) Ironwood Institute provides a record of the Recognition to the student including net course duration and course fee which must be signed or otherwise accepted by the student and place it on the student's file.

Mutual Recognition / Credit Transfer

- a) Ironwood Institute will 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 other RTOs or AQF authorised issuing organisations.
- b) Ironwood Institute recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- c) Course credits are applicable only to the course in which the applicant is enrolled in at the time of applying for it. If an applicant changes courses, course credit granted will be reassessed to ensure that they are still appropriate.
- d) Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by Ironwood Institute.
- e) Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or the Director of Ironwood Institute [or the Delegate] to verify authenticity. Original Certification documentation will be returned to the applicant.
- f) Ironwood Institute is not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e., students cannot complete all their learning and assessment with another RTO and request Ironwood Institute to issue the qualification under Recognition).
- g) The amount of recognition contributing to the issuance of certification documentation from Ironwood Institute (i.e., using units/modules completed at other RTOs) is at the discretion of the Director of Ironwood Institute.

- h) In the event a student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then the student will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- i) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
- j) Fees will reflect reduced learning load.

APPEALS

Students have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

ACCESS AND EQUITY

Students have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

RELEVANT FORMS AND PROCEDURES

- Ironwood RPL Kit
- Ironwood Credit Transfer Application form
- Ironwood Recognition Procedure

RESPONSIBILITY

CEO/Delegate – for overall authority

Student Services Officer – for dissemination of information and RPL Kit at Induction

Trainers – for ensuring the Ironwood Institute Recognition Procedure is effectively implemented

Enrolment Officer – for updating records in accordance with Records Management Policy