

**Barton College****Policy Number: BP09****Policy: Recognition of Prior Learning (RPL) Policy and Procedure**

RTO Name: Barton College

RTO Number (TOID): 22048

CRICOS Number: 02908F

Contact Officer: Student Administration Officer

Version Number: 3.0

Refer to "review processes" section below for information on the process for policy review.

Policy context: This policy relates to:

Registration Manager

Australian Skills Quality Authority (ASQA)

Conditions of Registration

VET Quality Framework (VQF)

SRTOs 2015

Standard 3.1, 3.2, 3.4, 3.4, 3.6 for Registered Training Organisations 2015.

ESOS/National Code

National Code 2018; STANDARD 2

Legislation or other requirements

National Vocational Education and Training Regulator Act 2011



Purpose

This policy/procedure supports SRT0 2015 Clause 3.5 and 'Standard 2 –of the 'National Code 2018' which states 'Registered providers must appropriately Recognise course credit within the ESOS framework.' This policy implements a procedure for the institute to process student's applications for course credit and document results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of course credit application and records are kept with student files. It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to DHA via PRISMS, in case of International Students.

Objective

The objective of this Policy and Procedure for Barton College is to ensure that Barton College:

- Has documented procedures for the granting and recording of credits given through recognition of prior learning.
- Provides a record of the RPL to the student, which must be signed or, otherwise, accepted by the student, and placed on the student's file.
- Indicates the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course.
- Reports the change of course duration via PRISMS under section 19 of the ESOS Act.
- Recognizes that qualification or a unit of competency or partial qualification can be obtained through training, work or life experiences, skills and knowledge gained from employment and hobbies etc.

Scope

This policy applies to all staff of Barton College who are involved in the Student RPL (Recognition of Prior Learning) Process and all current and prospective students.

Terms and definitions

Recognition of prior learning - Is a detailed process whereby knowledge and skills acquired through training, work or life experiences may be acknowledged to gain credit toward current studies.

Credit Transfer – exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another registered provider.

Registered provider – registered training organisation (Barton College), registered in CRICOS.

Variations in the version number of units reflecting minor changes not related to outcomes and are therefore accepted for credit transfer.

Policy statement: Our commitment

Barton College is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:

- Define the procedure used for dealing with applications for Recognition of Prior Learning.
- The qualifications, Record of results (Academic Transcript) and Statements of Attainment issued by any other registered providers must be recognized.
- Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) with another registered provider.
- RPL information must be included in information given to students prior to enrolment.
- All staff will be provided with information about the RPL and assist students in completing applications.
- Credit Transfer will follow a different process from Recognition of Prior Learning.
- Identify all units of competency or modules relevant to the course or qualification in which an Eligible Individual is enrolled that have been attained by an individual as a result of previous formal training.



General Processes

| Policy aspect | Barton College Implementation |
|---|--|
| Documented procedures | <ul style="list-style-type: none">• Policy and procedure for granting and storing RPL requests and records.• Student management system procedure and documentation.• File management procedure and documentation. |
| Recognition of Prior Learning (RPL) processes | <ul style="list-style-type: none">• Evidence will be requested to support any claims. Some examples might include: previous formal study, job descriptions, and samples of work and specific references.• A student MUST enroll in the Unit(s) BEFORE Barton College can process the RPL application.• A student Can RPL through an entire Qualification.• There is a fee involved because a content expert will need to assess the application. The assessor must be satisfied the applicant is currently competent.• The fee for RPL will be calculated based on the number of units the applicant is applying for RPL.• To apply for RPL, RPL Kit Applicant Booklet needs to be completed. |
| Recognition of Prior Learning (RPL) | <p>RPL involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. To support this type of application evidence of where and how the skills were obtained is required.</p> <p>Barton College recognises the prior learning of students based on:</p> <ul style="list-style-type: none">• previous training, (includes overseas qualifications)• formal study and acquisition of a qualification and statements of attainment from another RTO• practical experience in a work environment• projects undertaken, and• life experience |

Procedures

| | Procedure Steps | Responsibility | Reference |
|---|--|-----------------------------|-----------|
| 1 | Applicants for RPL must complete the RPL Application form and submit the application to Student Administration. | Student Support Officer | |
| 2 | PEO must appoint a trainer/assessor to assess the student's knowledge and skills relevant to unit of competencies/ qualification | PEO/ Trainer/ Assessor | |
| 3 | Trainer/assessor must evaluate all records, application and documentation provided by the student. | Trainer/Assessor | |
| 4 | Trainer/assessor asks for more evidence and/or demonstration of skills and knowledge as required. | Trainer/Assessor | |
| 5 | Trainer/assessor completes the competency conversation kit with the student. | Trainer/Assessor | |
| 6 | Trainer/assessor reviews all the collected evidence and documentation. | Trainer/Assessor | |
| 7 | Trainer/assessor decides the outcome of the application. | Trainer/Assessor | |
| 8 | Student may be required to do gap-training if all units or contents cannot be provided through RPL. | Trainer/Assessor Student | |

Continuous Improvement

A summary of all RPL related matters and concerns will be presented as a part of the Continuous Improvement policy and procedure at the Management Meeting for review. The purpose of this is to ensure management become aware of:

- Repeat issues



- Common threads relating to the compliance and quality assurance.
- (when viewed collectively) any general adverse trend that needs correcting

Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy. You can obtain this policy by contacting us at admissions@barton.edu.au or read it online via our website www.barton.edu.au.

Publication

This policy, once approved, will be available to all students by contacting Barton College or by accessing it from the College's website.

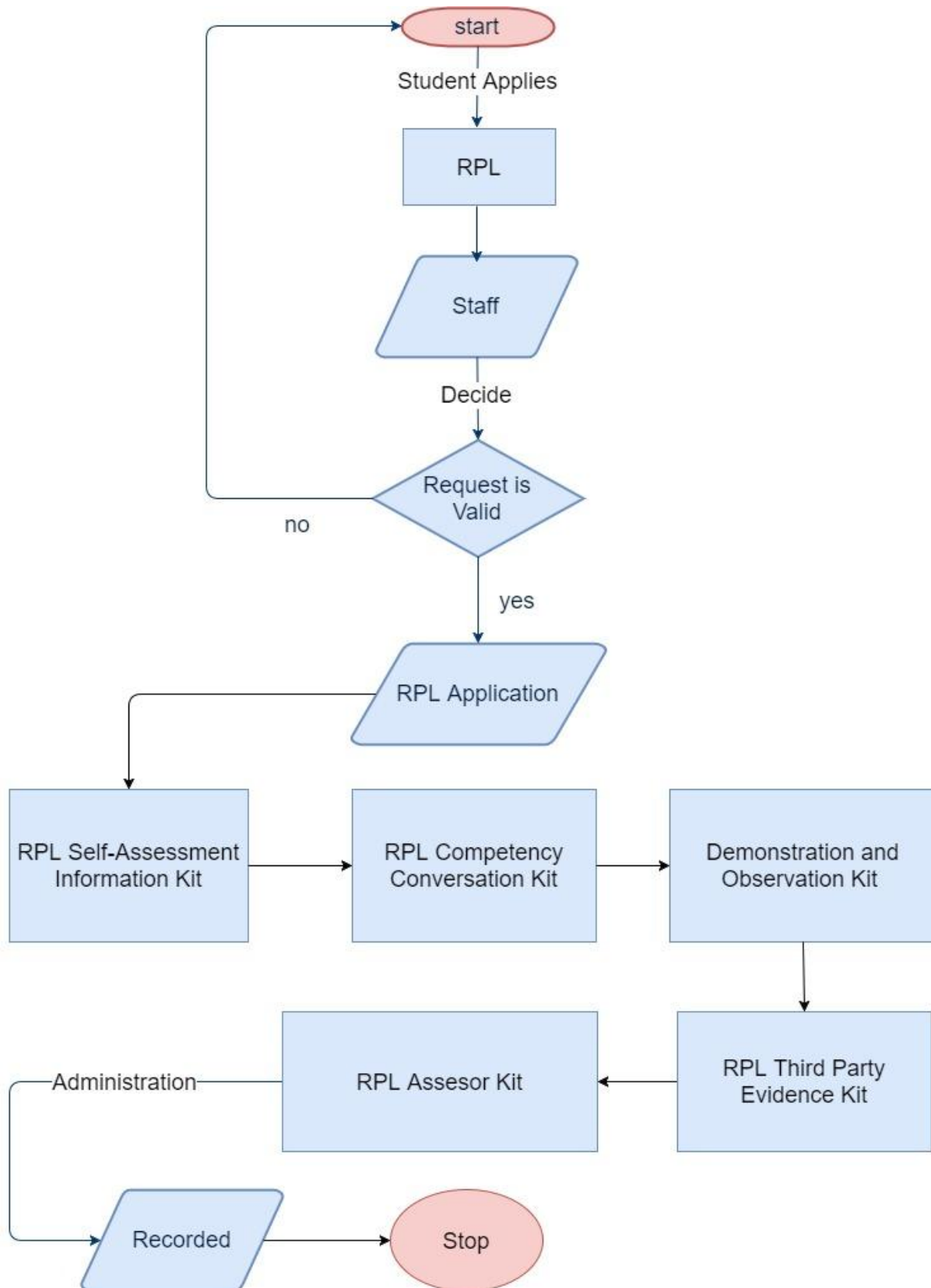
This policy and procedure will form part of the information distributed and communicated during staff orientation.

Other related policies and procedures

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| Related policies | Training and Assessment Standards Policy and Procedure International Student Enrolments and Admissions Policy |
| Forms or other organisational documents | RPL Application form |
| Documents related to this policy | RPL Application Form RPL Competency Conversation Kit |



Flow Chart



Policy Name: Recognition of Prior Learning Policy and Procedure



Review processes

| | |
|---|---|
| Policy review frequency: Annually | Responsibility for review: Student Administration Officer |
| Documentation and communication: Describe how the policy decisions will be documented and communicated | |
| Version 3.0 <ul style="list-style-type: none">• Policy is reviewed for grammatical errors.• Policy is uploaded on college website. | |