

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Assessment Policy (Part B)

Clause 1.12

The RTO offers recognition of prior learning to individual learners (RPL)

Clause 3.5

The RTO accepts and provides credit to learners for units of competency and or/modules (unless licensing or regulatory requirements prevent this) where these are evidenced by (CT):

- a) AQF certification documentation issued by another RTO or AQF authorised issuing organisation, or**
- b) Authenticated VET transcripts issued by the Registrar**

Note: this document should also be read in conjunction with the Assessment Policy (Part A)

PURPOSE (RPL)

This policy describes the process for managing Vocational Education and Training (VET) Recognition of Prior Learning applications. This procedure will ensure compliance with the associated RTO Standards of Registration, and the Australian Qualifications Framework. (AQF).

POLICY

This procedure applies to all participants:

- enrolled in a nationally recognised VET qualification; and
- seeking recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties, or through non formal and informal studies where there are no formal qualifications as proof of learning.

The CEO of EHI is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.



Meeting Requirements

Evolution Hospitality Institute as a RTO provides prospective participants information about Recognition of Prior Learning (RPL). Information may be found in all marketing materials, on the EHI website, brochures and participant enrolment information.

All administration staff and trainers and assessors involved are aware of the difference between Credit Transfer and Recognition of Prior Learning (RPL).

PROCEDURE

Note: The participant will be required to complete an enrolment form and have a USI. The participant will be required to provide evidence of examples and present them as a portfolio.

The following is the procedure for RPL or CT

INITIAL INTERVIEW AND CANDIDATE ASSESSMENT

This is broken down into the following parts:

Part 1	Complete application	Our application for RPL is available on our website www.evolution.edu.au
Part 2	Pay full RPL fee	Please refer to the document "Incidental Fees and Charges"
Part 3	Initial interview with assessor	This initial interview will determine the qualification you are seeking RPL for and the assessor will explain all evidence that will be required to proceed with your application. From the information provided by you, your assessor will be able to gain a general understanding of the skills and experience you may have.
Part 4	RPL Kit	Once the fee has been received by the office of EHI the Academic Manager will release the RPL Kit to the participant. The participant will have 12 months to complete the all sections of the kit and submit the portfolio back to the Academic Manager at EHI. If evidence is supplied by the participant in a previous name, participants must supply certified copies of documentary evidence of change of name. Where evidence is in a language other than English, the participant must provide a translation by an accredited translator.
Part 5	Complete self-assessment	The self-assessment will take place as part of the interview process as this will determine the units of competency you are seeking RPL for and the assessor can then determine if that qualification is appropriate to you. You are required to complete a number of both CORE and ELECTIVE units of competency and there are specific package rules

		that are required under each qualification. Your assessor will assist with this.
Part 6	Gather certified evidence	<p>For every unit of competency, you are seeking RPL for, there is evidence that is required to support this. All evidence must be verified and certified to ensure authenticity. Below is a list of evidence that will be required to support your application for RPL</p> <ul style="list-style-type: none"> • Resume/Curriculum Vitae • Job Descriptions – present and past • Proof of current employment • Certificates and previous qualifications • Work samples • Written references
Part 7	Third Party Report	This will involve past/present supervisors and/or qualified colleagues to validate the candidates' skills, knowledge and ability.

ISSUING OF QUALIFICATION

This is broken down into the following parts

Part 1	Interview with assessor for competency conversations or trade test and identify any gaps in training	This step will take place should your assessor recognise any training gaps in the evidence you have provided. You may be asked a series of questions to determine your knowledge. If there are large gaps in the evidence, you have supplied you may be required to undertake a trade test to determine your skills and knowledge. This may be necessary for the practical components of your qualification. Please note this may be at an additional cost.
Part 2	Issuing of qualification	Once all units and evidence have been assessed and you have been deemed competent for all units you will be issued with your qualification
Part 3	Appeals, complaints, reassessments, feedback	If there are units that you are unable to receive RPL for due to lack of evidence, you may be issued with a statement of attainment. If you have any complaints or appeals in relation to the awarded result please refer to our website for the grievance, complaints and appeals policy.



RPL AND CT FEES

Recognition of Prior Learning (RPL) is the assessment of the skills and knowledge an individual has achieved outside the formal education and training system.

RPL also includes Credit Transfer (CT) where an individual is reassessed for previous completion of some or all course requirements to ensure that the competence has been maintained.

Credit Transfer (CT) is the credit given toward a qualification for a unit of competency previously completed by an individual. Refer to Incidental Fees and Charges.

Internal Record Keeping

Evolution Hospitality Institute is responsible for all internal record keeping relating to RPL and CT.

This section should be read in conjunction with the Records Management Policy.

Assessor Procedure and Requirements

Assessors must have expertise in RPL, the particular field of study being assessed; follow this policy, the standards of registration for RTO relating to RPL and CT, procedures and internal guidelines, to undertake the task.

When assessing RPL, assessment methods should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit.

These may include:

- consideration of all applicable documentary evidence provided which may include; third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the units of competency of the relevant qualification questioning (oral written)
- observation of performance in work based and/or simulated environments
- participation in structured skills and knowledge assessment activities the individual would normally be required to undertake if they were studying the qualification units of study.

When assessing RPL applications the assessor must, evaluate the evidence giving consideration to:

- **Authenticity** – relates to making sure the evidence is from or of the candidate and not another person. The assessor needs to be satisfied that the evidence gathered is the candidate's own work. Evidence of this may be provided through third party letters of authentication and statutory declarations.
- **Validity** - Ensure that the evidence relates clearly and directly to the elements within the unit of competency or subject.
- **Quality** – closely related to authenticity it requires the assessor to look at the credibility of the material being offered as proof. This does not mean that material should be

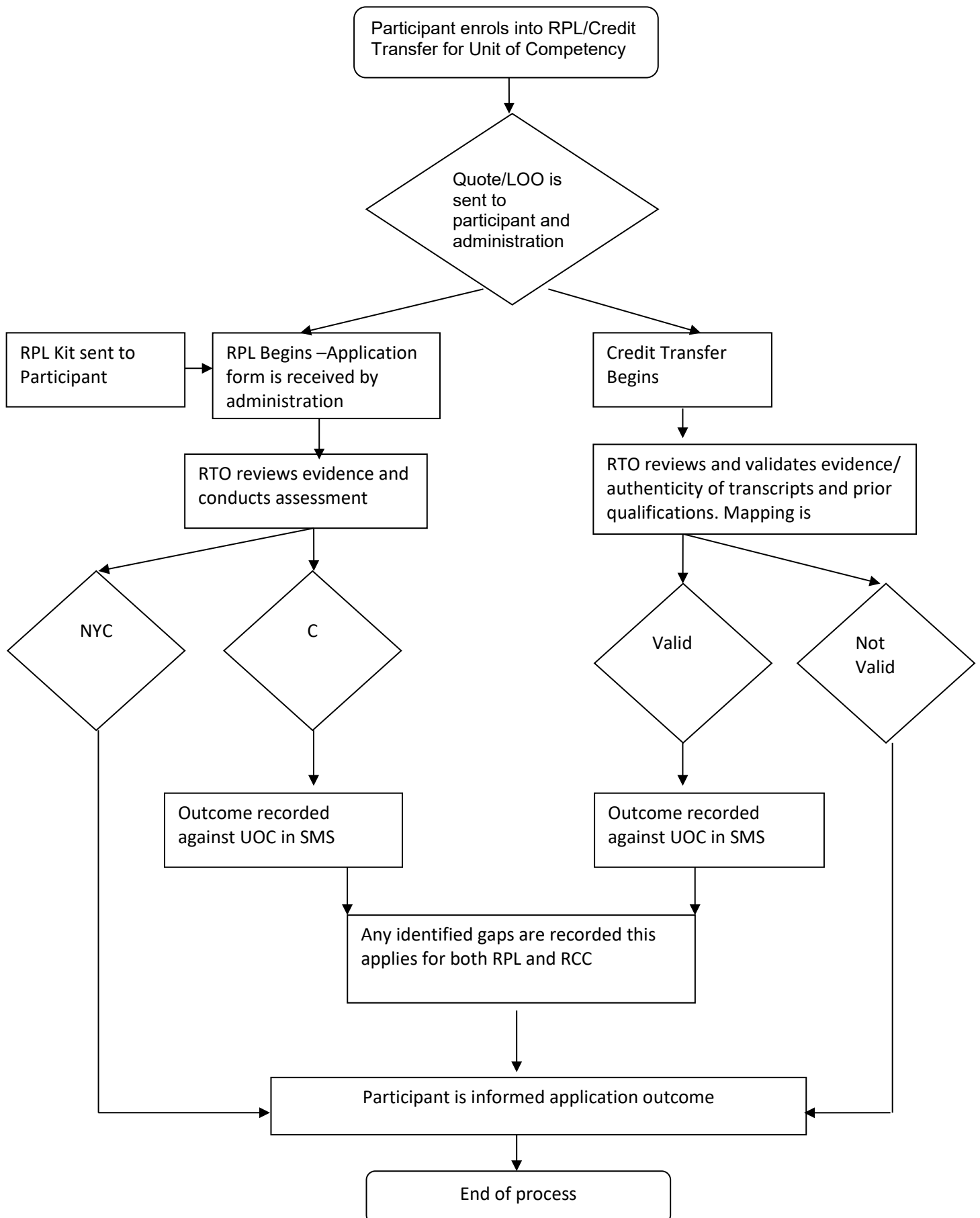
excluded; simply that some will not demonstrate quality to the same standard as others and may require additional support.

- **Sufficiency** – relates to the amount of evidence collected. There are four (4) types of evidence that may be considered:
 - direct evidence - questions undertaken with our assessor, observations in the workplace by our assessor
 - indirect evidence – statements by the applicants employer regarding work performance (written or verbal); samples of work; performance appraisals
 - personal statements – details outlining the functions the applicant undertakes and work activities
 - supplementary evidence – any further information the applicant may provide
- **Currency** – relates to the age of collected evidence – therefore the evidence collected must be current/very recent. The College requires evidence to be no older than three years.
- **Relevance** – the material that is cited is applicable to the unit of competency, unit of study or qualification being sought.
- Complaints and Appeals
- This policy should be read in conjunction with the Complaints and Appeals Policy.

PURPOSE (CT)

This policy also applies in the managing of Vocational Education and Training (VET) and Credit Transfers (CT) applications. This procedure will ensure compliance with the associated RTO Standards of Registration, and the Australian Qualifications Framework. (AQF).The following page shows the flow of RPL and CT. This may also be found on the website of Evolution Hospitality Institute and the Participant Handbook.

Recognition of Prior Learning/ Credit Transfer for Units of Competency



PROCEDURE

Note: The participant will be required to complete an Enrolment Form and have a USI.

For Credit Transfer the student will be required to complete a Notification of Credit Transfer Form.

The participant will be required to provide evidence of examples and present them as a portfolio.

Relevant evidence for each subject application must include:

- Certified copy of an Academic Transcript showing Tertiary Institution where study was undertaken, course and subjects studied, and results.
- Subject learning outcomes mapped against learning outcomes of subject being applied for

If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of change of name. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

Assessor Requirements

Recognition Assessors must have expertise in assessment, the particular field of study being assessed and Evolution Hospitality Institute RPL and CT Policy – and relevant procedures and internal guidelines, to undertake the task.

When assessing RPL/ CT the Assessor should take into account:

- the industry and training package rules
- the participants outcomes of the particular unit of competency or qualification
- the duration of the unit of competency, taking into consideration volume of hours, of study including face to face hours. (if they apply)
- the breadth, depth and balance in the subject material involved and the intellectual effort required for the RPL which includes the rules of evidence and the rules of assessment
- the methods of assessment and any moderations that may be required
- any requirements of LLN or interpretation that the participant may need.

The RTO Compliance Officer will also follow any other requirements stipulated by the registering body ASQA and communicate this to the administration team via email.

Associated documents with this policy:

- Records Management Policy
- Assessment Policy (Part A)
- Complaints and Appeals Policy
- Issuing Qualifications Policy
- RPL Kit
- Notification of Credit Transfer Form

Related Condition of Registration – Standard 1 – Clause 1.12 and Standard 3 – Clause 3.5