

RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER POLICY AND PROCEDURES

Scope

This policy is to:

- describe 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).
- confirm that all students, potential or actual, of Evolution Hospitality Institute (Evolution) qualification courses are provided with full recognition of their current skills and knowledge as valid pathways for recognition of competency achievement during the Recognition of Prior Learning (RPL) assessment process.

This policy applies to:

- all students 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.
- all Evolution stakeholders.

Definitions

DEFINITION	
AQF	Australian Qualifications Framework
Credit Transfer (CT)	credit to students for units of competency and/or modules
Evolution	Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636) trading as Evolution Hospitality Institute/Evolution English Language Centre (RTO 91256) (CRICOS: 02869G)
Recognition of Prior Learning (RPL)	is a process that assesses a student's competency—acquired through formal and informal learning—to determine if you meet the requirements for a unit of study
RTO	Registered Training Organisation
VET	Vocational Education and Training
LLN	Language literacy and numeracy

Policy

ASSESSOR REQUIREMENTS

- Assessors must have expertise in RPL, the 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 intending students 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 considering:
 - **Fairness**
 - The individual learner's needs are considered in the assessment process.
 - Where appropriate, reasonable adjustments are applied by the Evolution to take into account the individual learner's needs.
 - Evolution 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.
 - **Flexibility**
 - Assessment is flexible to the individual learner by:
 - reflecting the learner's needs
 - assessing competencies held by the learner no matter how or where they have been acquired
 - 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**
 - Any assessment decision of Evolution is justified, based on the evidence of the performance of the individual learner. 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.
 - Validity requires:
 - 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
 - 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
 - **Sufficient:**
 - 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.
 - **Authentic:**
 - The assessor is assured that the evidence presented for assessment is the learner's work
 - **Current:**
 - 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.
- When assessing CT the assessor should take into account
 - the industry and training package rules
 - the participant's outcomes of the particular unit of competency or qualification

- the duration of the unit of competency, taking into consideration the volume of hours, of study including face-to-face hours (if applicable).
- the methods of assessment and any moderation that may be required.
- any requirements of LLN or interpretation that the participant may need.

INTERNAL RECORD KEEPING

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


Procedure

RECOGNITION OF PRIOR LEARNING

- The student will be required to provide evidence of examples and present them as a portfolio.
- The following is a list of items required by the student to complete the RPL:
 - RPL Enrolment / Application Form (The student will be required to have a USI)
 - Quote of Incurring Fees
 - Payment of RPL
 - Resume and Copies of authenticated qualifications and testamurs
 - A completed RPL Kit which is broken into 2 Parts:
 - **Part A** - RPL Self-Assessment. The student will be required to complete this section. The student will be required to:
 - Self-Evaluate against the Industry Area.
 - Self-Assess against Currency/ Knowledge and Skills against each element against each performance criteria.
 - **Part B** - Participants will also be required to attach a Third-Party Report. This will involve past/present supervisors and/or qualified colleagues to validate the candidates' skills, knowledge and ability.
 - **Checklist and Declaration** – The student is required to complete this document and attach it to your portfolio of evidence
 - **Payment** – to finalise payment before or on submission. Failure to do this will delay the recognition process and issuing of certificates.
 - **Final Outcome and Declaration** – completion of this section will be completed by the assessor(s).
- After enrolling into RPL, the student will receive a quote of expected fees for the processing of the entirety of the RPL. The student will be required to finalise the application “to proceed” and pay an administration fee.
- Once the administration fee has been received by Evolution, the Academic Team will release the RPL Kit to the student. The student will have 12 months to complete all sections of the kit and submit the portfolio back. Final payment will be due after the participant's portfolio has been processed by the Academic Team. Payment will be required before a testamur is released.
- Note(s):
 - If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of the change of name.
 - Where evidence is in a language other than English, the participant must provide a translation by an accredited translator.

CREDIT TRANSFER

- The student will be required to complete an application form and provide evidence. The relevant evidence should include:
 - AQF certification documentation issued by any other RTO or AQF-authorized issuing organisation.
 - Authorisation to view the USI transcript online.
 - Authorisation to contact the organisation that issued the document to confirm the content is valid.

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- If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of the change of name.
 - In the case of any non-equivalent units of competency, complete an analysis to determine the equivalence of the study completed with the relevant units or modules before granting any credit.
 - Before providing credit based on qualification, statement of attainment or a transcript, Evolution will either authenticate the information by directly accessing the USI transcript online or by contacting the organisation that issued the document to confirm the content is valid.