

	MANAGEMENT SYSTEM	Manual	Type/Number
		RTO	QPP023
		Name	
		Recognition of Prior Learning (RPL) & Recognition of Current Competency (RCC)	

1. Purpose

Safetynet Management Solutions is committed to the principles of Recognition of Prior Learning/Recognition of Current Competency.

The purpose of this procedure is to provide for the assessment and credit of various types of prior learning acquired through:

- Life experiences;
- Formal education and other courses;
- Training in a work environment; or/and
- Work experience.

The underlying principle of Recognition of Prior Learning (RPL)/ Recognition of Current Competency (RCC) is that no participant should be required to undertake a competency or element of a competency in a qualification for which they are already able to demonstrate satisfactory achievement of the performance outcomes stated in the endorsed training package or nationally recognised course.

This procedure therefore aims to maximise the recognition of a participant's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific qualification or course of study.

The major benefit of taking into account a range of prior learning experiences is that it ensures participants build on their prior learning and avoid repetition of subjects or stages of courses that they may have already completed elsewhere.

2. Scope

This policy and procedures applies to all Safetynet Management Solutions delivery sites delivering training, assessment and recognition for qualification services.

3. References

- QPP006 Competency in Delivery and Assessment
- QPP016 Access and Equity
- QPP021 Recognition of Qualifications Issued by Other RTOs
- QPP022 Participant Registration and Induction

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- QPP028 Complaints, Grievances and Appeals

4. Definitions

4.1 Assessment

Assessment is the process of collecting evidence and making judgments on the nature and extent of progress towards the performance requirements set out in a competency standard or a learning outcome, and making a judgment as to whether competency, learning outcome or the equivalent has been achieved.

4.2 Assessor

A person qualified to Certificate IV in Assessment and Workplace Training responsible for the management and assessment of RPL/RCC applications, including: organisation and conduct of interviews, practical demonstrations, written tests, projects and obtaining additional documentation, if required.

4.3 Credit Transfer

Credit transfer means a participant is granted credit for studies/ unit/competency already completed, which effectively means that the participant will be exempt from equivalent competencies in the qualification for which they are enrolling.

4.3.1 Recognition of Qualifications

Safetynet Management Solutions will recognise those Qualifications and/or Statements of Attainment issued by all other Registered Training Organisations. If participants consider they are already competent in specific Units they may be granted an exemption from undertaking the assessment for those same units.

4.4 Prior Learning Portfolio (where applicable)

A series of documents which provide evidence of learning experiences and link them to learning outcomes or elements of competency.

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4.5 Evidence

Workplace documents that indicate current competence against competency standards and/or elements of competency standards in the qualification in which the participant is enrolling.

4.6 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) means a participant is granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training which effectively means that they will be exempt from completing certain competencies within a qualification.

An exemption based on RPL can be granted to a participant if it is deemed that they have had sufficient experience in life and work relating to the competency/ies for which they apply. RPL is assessed against the performance outcomes or elements of competency contained in the relevant qualification endorsed training package or curriculum documents.

Recognition of Prior Learning involves the systematic assessment and acknowledgment of relevant and verifiable skills, knowledge and competencies acquired formally or experientially over the five (5) years prior to registration in a qualification. (Consideration may be given to learning undertaken more than five years prior to application on the basis of ongoing learning.) Claims are assessed and given recognition by granting of credit towards a qualification. For the purposes of this policy, the term Recognition of Prior Learning (RPL) includes credentialed and uncredentialed learning.

4.7 Recognition of Current Competency (RCC)

An exemption based on Recognition of Current Competency (RCC) can be granted to a participant if it is deemed that they have had sufficient experience in life and work relating to the unit of competency for which they apply. The assessment of RCC is made against the units and elements of competency described in the relevant endorsed training package.

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4.8 Registered Training Organisation (RTO)

Registered Training Organisation (RTO) means a training organisation registered in accordance with the Australian Quality Training Framework, within a defined scope of registration.

4.9 Uncredentialed Learning

Learning acquired in an uncredentialed context, such as through work experience, life experience and/or informal training.

5. Procedures

5.1 General

All prospective and registering participants must be informed in writing of the opportunity to apply for RPL/RCC. (This information can be found on the SafetyNet Management Solutions Website – www.safetynet-solutions.com.au – Participant Information.

Safetynet Management Solutions staff must counsel participants and provide appropriate and adequate information in order to maximise opportunities for a successful RPL/RCC outcome.

RPL/RCC applications must be assessed by an employee member qualified to Certificate IV in Assessment and Workplace Training and the same level of qualification that the participant is applying for (as a minimum).

5.2 Application

Participants must document their claim for competency in sufficient detail to enable the assessor to decide on assessment needed. Safetynet Management Solutions will assist candidates to identify the best means to prove their claim, to select and organise acceptable evidence and to complete and submit the application.

On applying for RPL, candidates must provide:

- An RPL Assessment Tool; and
- Guidelines as to possible sources of evidence.

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In order to apply for RPL, the candidate must provide current, quality evidence of their competency against the relevant unit of competency. As with all assessment, the assessor must be confident that the candidate is currently competent against the endorsed unit(s) of competency.

Application for RPL can be made by:

- Submitting a portfolio of evidence; and
- Demonstrating skills in workplace performance.

This evidence may take a number of forms and might include: certification, references from past employers, testimonials from clients and work samples.

The onus is on the candidate to provide sufficient evidence to satisfy the assessor that they currently hold the relevant competency. In judging the evidence, the assessor must ensure that the evidence of prior learning is:

1. Authentic (the candidates own work);
2. Valid (directly related to the current version of the endorsed unit of competency);
3. Reliable (shows that the candidate consistently meets the endorsed unit(s) of competency);
4. Current (reflects the candidate's current capacity to perform the aspect of the work covered by the unit(s) of competency); and
5. Sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

Please note, should the assessor have any reservations regarding the evidence provided, or the candidate's ability to adequately demonstrate competence as per the above guidelines, SafetyNet Management Solutions reserves the right to request the participant to undertake a challenge (performance) test in order that RPL can confidently be granted.

5.3 Assessment Process

The assessment process will:

1. Cover the broad range of skills and knowledge needed to demonstrate competency within the unit.

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2. Integrate knowledge and skills with their practical application to assess competency.
3. Perform judgments to determine an individual's competency.
4. Be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
5. Cover both on and off the job components of training.
6. Provide for the recognition of competencies no matter how, where or when they have been acquired.
7. Be accessible to individuals so that they can proceed readily from one competency standard to another.
8. Be equitable to all groups and individuals.
9. Ensure that criteria for judging performance will be made clear to all individuals seeking assessment.
10. Be participatory – the process of assessment should be jointly developed and agreed between the assessor and the candidate.
11. Perform a referee check to confirm the authenticity of evidence (where required).
12. Allow individuals to challenge assessments and provision will be made for Reassessment in accordance with the Complaints, Grievance and Appeals Procedure.

5.4 Maximum Credit Granted through RPL/RCC

No maximum credit through RPL/RCC applies. Individuals may be granted full RPL/RCC for a qualification and issued with a certificate.

5.5 Record Keeping

The results of the RPL/RCC assessment will be documented on the participants file on the Safetynet Management Solutions databased.

The documented final outcome will be recorded on the marking worksheet and emailed to the participant for review.

5.6 Appeals Procedure

All appeals in relation to RPL/RCC decisions must be addressed using the procedures outlined in QPP028 - Complaints, Grievances and Appeals.

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