



(RTO: 2441)

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Approved by	CEO
Policy Owner	The Spectrum Organization Association Inc

Policy Statement

Recognition of prior learning (RPL) is simply a form of assessment of a student's competence based on their previous learning or experience. Recognition of prior learning uses evidence from formal, non-formal, and informal learning rather than from specific assessment activities directed by the RTO. This evidence is often combined with assessment activities sometimes known as 'challenge testing'. As such, recognition of prior learning must be conducted with the same rigour as any other form of assessment.

Note that providing credit for previous studies is not Recognition of Prior Learning. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognising the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully.

Credit must be granted for studies completed at an RTO or at any other authorised issuing organisation, such as a university. 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.

Statement of Purpose

This policy outlines how the organisation ensures an individual's prior learning, achieved through formal or informal training and work experience or other life experiences, are appropriately recognised in relation to an individual or multiple units of competencies.

Scope

This policy applies to all staff and students and all nationally accredited training programs. All courses offered by Spectrum Training are to adhere to the ASQA Standards for RTO's 2015 and Australian Qualifications Framework rulings.

Procedures and Principles

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country—regardless of where they were issued. Students must not be required to repeat any unit or module in which they have already been assessed as competent unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a student provides suitable evidence that they have successfully completed a unit or module at any RTO, Spectrum Training must provide credit for the unit or module ensuring it is within the training package rules.

Before providing credit, on the basis of a qualification, statement of attainment or record of results, Spectrum Training will either authenticate the information by directly accessing the

USI transcript online or by contacting the organisation that issued the document to confirm the validity of the document presented.

Spectrum Training is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/ or modules completed at another RTO or RTOs.

If the assessment is completed via Recognition of Prior Learning, the requirements of the assessment do not change. However, Spectrum Training will need to collect and consider a greater variety of evidence when making the assessment decision than when assessment is completed through 'traditional' assessment activities. Similarly, the same requirements of the assessment standards apply to distance and online delivery methods, but you may need to change the type of evidence considered. Regardless of the mode of delivery or engagement, all assessment requirements must meet the same standards.

Part of the evidence that determines whether assessments has been conducted adequately is the evidence criteria that the assessors use to judge the quality of performance and make their decisions. Evidence criteria could be in the form of:

- Model answers or responses.
- Samples of work items that meet specifications.
- More general guidance for assessors about the characteristics of satisfactory responses or behaviours.

How prescriptive such material is depends on the nature of the unit—units from lower Australian Qualification Framework level qualifications will tend to be more prescriptive with 'correct' responses, while those at higher levels may have broader guidelines.

It is the responsibility of the student to provide the necessary evidence which is required to the assessor in order for the assessor to make a determination with respect to a student's eligibility for Recognition of Prior Learning. To apply for Recognition of Prior Learning the student must submit to the assessor a completed application for RPL for the relevant course, all relevant evidence required to support the information provided in the application and any other additional information which is required by the assessor to determine the outcome of the application. The student may need to supply further information if requested by the assessor (within reason). Students are encouraged to access and read the Unit of Competency to self-assess their experience against the criteria.

Policy Approval Authority

CEO (The Spectrum Organization Association Inc)

Review and Evaluation

This policy will be reviewed on an 'as required' basis.

Statutory and Regulatory Compliance

- National Standards for RTOs 2015 and subsequent amendments
- Equal Opportunity legislation