

1. Purpose Statement

TLC Learning is committed to recognizing the skills, knowledge and competencies of all learners, (potential or actual) regardless of where and how these skills have been acquired.

2. Scope

This policy applies to learners (potential or actual) who are seeking to or are enrolled in TLC Learning's Programs and wish to have their prior knowledge and/or competencies assessed and recognized.

3. Policy Statement

TLC Learning will ensure that Recognition of Prior Learning (RPL) and Credit Transfer (CT) is offered to all applicants prior to enrolment and that the process is structured to minimize time to applicant. TLC Learning will ensure that an individual's prior learning and/or current competencies achieved through formal (credentialed), non-formal or informal (non-credentialed) learning and/or training, work experience or other life experience is appropriate and duly recognized in the form of credit and/or exemption from units of modules within a course or program of study. TLC Learning will have in place procedures to ensure fair, valid, reliable and consistent assessment of all learner's requests.

The overall course duration may be reduced if RPL / CT is granted for units of competency.

4. Definitions

- 4.1 Recognition of Prior Learning (RPL)** – means an assessment process that assesses the competency(ies) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the Training Package or VET accredited course:
- 4.2 Formal learning** - refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or Statement of Attainment. **Credit Transfer (CT)** is one of a number of processes for establishing credit. It provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.
- 4.3 Non-formal learning** - refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of Attainment e.g., in house training conducted by the business
- 4.4 Informal learning** - refers to learning that result through experience of work-related, social, family or hobby leisure activities i.e., the acquisition of interpersonal skills developed through several years as a sales representative

PROCEDURE

1. RPL and Credit Transfer Process

Learners who consider that they have completed appropriate training or have skills gained through prior learning and experience stipulated for the unit(s) of the course may be granted RPL / CT upon substantiation of that claim.

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The application process identifies what a person has learned from life experience and work experience, formal/informal training and measures these experiences against the learning outcomes of the course the learner is or going to enrol in.

The RPL assessment will be professionally conducted using the rules of evidence and will be valid, reliable flexible and fair.

RPL / CT is available for all units of competency of a course that is currently on scope of TLC Learning. The performance criteria for each unit provide the RPL benchmarks. If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If sufficient evidence is not provided, the assessor may:

- Conduct a practical and/or theory assessment in either the learner’s workplace or in a simulated environment that best replicates workplace conditions
- Undertake a reference check through the referees the learner provided on their RPL Application Form
- Request the learner to acquire a Third Party report from their employer/supervisor

Successful learners are notified promptly of the outcomes. The assessor also provides feedback to unsuccessful learners of the reason for non-recognition and steps they can take to have a successful RPL claim, including the appeals process.

2. Procedural steps – Learner applying for RPL

2.1 TLC Learning encourages learners who are interested in enrolling a course to attend Information sessions. Learners who wish to apply for Recognition of Prior Learning are provided with information about the RPL process. Clarification is sought from the learners in regards to their understanding of and expectations of the recognition process by the person responsible for conducting the information session. They are provided with the name and contact details of the Assessor responsible for conducting Recognition of Prior learning.

2.2 To assist learners to assess their suitability for the RPL process, they are encouraged to read the RPL kit and familiarize themselves with the qualification and/or units they wish to seek recognition for by being provided with an outline of the qualification and the units of the competency that make up the qualification which can be used as a guide/reference.

Learners can apply for RPL for:

- A whole course
- Unit(s) of competency that make up the course

Learners are encouraged to choose electives that they believe that they can demonstrate prior knowledge for.

2.3 Learners who wish to proceed with RPL are required complete a TLC Enrolment form and undertake a self-evaluation of their skills and knowledge for each of the units of competency that make up the qualification they are seeking recognition for. The self-evaluation forms are contained in the Candidate’s RPL kit and have detailed instructions on how complete the forms. Learners are required to document on a self-evaluation form for each unit of competency that they are seeking RPL by:

- Identifying their level of experience in performing each competency/tasks; and
- How often they have performed the tasks

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Learners are also required to document how they can demonstrate that they have the knowledge and competency for each element. They also can attached examples of documentation as further evidence to support their statements

2.4 Learners can also collect evidence such as statements of attainment, certificates, position descriptions, work experience etc. to support their RPL application and submit as a portfolio of evidence along with the self-evaluation forms. Learners are advised not to provide originals of qualifications in their kit as they may risk being misplaced or lost. Learners are to give their portfolio of evidence to their Assessor at their interview.

USI transcripts can be used as evidence for accredited training achieved since January 2015.

Evidence collected by the Learner to substantiate their RPL can include but is not limited to:

- Certificates and awards (Certified copies) – certificates, qualifications or statement of results or attainment from formal programs that the applicant has undertaken and/or successfully completed at University, TAFE colleges, any other higher education provider/RTO
- Statements of completion of non –accredited courses including certificates from in-house courses provided or sponsored by employers of professional bodies
- Current resume
- Position descriptions relevant to elements, performance criteria and essential skills and knowledge of the unit(s) of competency for which RPL is being sought
- Performance appraisals
- Statements from Supervisors/Managers
- Work samples, products and documents produced (e.g., policies and procedures, business plans, work plans, meeting agendas and minutes, training plans, business reports
- Work in progress drafts
- Annotated log-books
- References or Testimonial Letters from past clients
- Video or audio recordings of the applicant demonstrating skill performance
- Copies of presented papers, public addresses, published articles or statements, case studies developed by the applicant
- An annual report which identifies the applicant’s achievements
- Letter(s) of validation from an appropriate third party, including, but not limited to, an employer, manager or supervisor. A letter should:
 - Be written on official stationery
 - Be written by a person who knows the applicant and has direct knowledge of the activity or activities on which the RPL application is based
 - State clearly the relationship between the author and RPL applicant
 - Include a description of the duties, responsibilities and other activities which were integral to the knowledge and experience
 - Give full details of the activity, indicating the relevance and relationship between the knowledge and experience
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2.5 Once the learner has compiled their Portfolio of evidence they can submit this to Assessor responsible for assessing their RPL application.

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- 2.6 If the Assessor determines that sufficient evidence is provided in the portfolio of evidence to substantiate competency, learners will be notified of the outcome of their application and will be awarded a Qualification or Statement of Attainment within 30 days of completion of their RPL application.
- 2.7 If the Assessor determines that there is insufficient evidence provided in the learner’s portfolio of evidence, learners will be required to participate in an interview to further substantiated evidence of competency. The Assessor will contact the Learner to organize an interview.
- 2.8 Learners are advised by the Assessor that they must allow several hours for the interview. The Assessor establishes with the learner the environment in which the assessment will take place such as the learner’s workplace and/or at the RTO’s premises
- 2.9 Learners give their Portfolio of Evidence to the Assessor containing information to substantiate their competency for recognition of units. The Assessor may need to gather more information if the evidence provided is not sufficient. This can be through:
- Questioning using an Interview Bank of Questions and Model Answers for each unit of competency. The assessor documents the learners answers on these forms
 - Observation of competency in the workplace or simulated environment using practical assessment tools to assess practical competency demonstrated
- 2.10 The Assessor is to complete a Rule of Evidence for each unit of competency assessed. These checklists are to be attached to conclusion of the RPL assessment
- 2.11 The Assessor may want to further validation competency by contacting a referee provided by the learner on the Candidates employer form or request that the learner seeks a third party report from their employer/supervisor. The assessor may validate the Third Party report with the employer/supervisor nominated on the report
- 2.12 Once all evidence has been collected and measured, the assessor will summarise their findings on the Assessor’s Evidence Summary form, make a decision and advise the learner accordingly
- 2.13 The completed RPL Kit along with Portfolio of evidence is given to the Manager – TLC Learning to process if the learner is seeking a qualification only. The result for each unit of competency is entered into the Student Management System. A Qualification or Statement of Attainment will be issued within 30 days of successful completion of the RPL application. The qualification issued will detail that the competencies are achieved through RPL.
- 2.14 Feedback regarding the RPL process will be sought from the learners using the AQTF Quality Indicator Learner Questionnaire. This will be provided to the learner at the time of issuing of their qualification. Any issues identified through learner feedback will be addressed through TLC Learning’s Continuous Improvement Policy and Procedure
- 2.15 If the learner is interested in enrolling in the course that they have sought RPL for and it is identified that they did not receive RPL for all of the competencies, they will be advised by the Assessor on the gap training required to complete the qualification or advice about the next level of qualification available. Their RPL Kit and portfolio of evidence will be filed in their file and results will be used to develop a training plan reflecting competencies achieved through RPL

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2.16 If the learner chooses to enrol in a course they will be given an enrolment form to complete, a training schedule providing dates of classes that they have to attend and participate in training and assessment.

3. Fee associated with RPL

If the student is applying for RPL for a full qualification, the fee charged is the same as normal course fee. If the student is **not** applying for RPL for a full qualification, the fee is charged per unit of competency. This may reduce the fee for the full qualification if the student decides to enrol at a later stage. Please refer to Course Information Sheet or TLC Learning website for all fees and charges. Please refer to Fee and Refund Policy for more information about fees and charges.

4. Review of the RPL process

TLC Learning shall conduct annual reviews of the RPL process for each of its qualifications on its scope of registration. – Please refer to **TLC Learning’s Validation Policy** Identified issues to TLC Learning’s RPL Policy and Procedure will be managed through TLC Learning’s Continuous Improvement Policy and Procedure and TLC Learning’s Risk Management Policy and Procedure if identified issues are deemed as a risk to TLC Learning’s training and assessment services.

5. Procedural steps – Learner applying for Credit Transfer

5.1 All learners are made aware of the ability to apply for Credit Transfer via the CT application process that is explained throughout the enrolment and induction process of the training course.

5.2 Learners wanting to apply for Credit Transfer must do so before commencement of their course by completing a Credit Transfer Application form and submitting to the RTO representative. The Credit Transfer Application form must be accompanied by certified copies of the following documentation:

- nationally recognized Testamurs along with the transcript of results detailing the units successfully achieved including unit codes, titles and dates of completion,
- nationally recognized Statements of Attainment detailing the units successfully achieved including unit codes, title and dates of completion
- USI transcripts can be used as evidence for accredited training achieved since January 2015.

Student may choose to bring original documents which can be returned to student once copies are made.

5.3 TLC Learning will contact the RTO who issued the Qualification / Statement of Attainment to check its authenticity and document verification.

5.4 Once verified, A Credit Transfer may be granted for those unit(s) of competency that are equivalent to those that student is or going to enroll in.

5.1 Assessor will advise student of Credit Transfers granted and Student Management System will be updated by entering credits against the approved units.

5.2 Credit Transfer application will be filed in Student’s File.

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6. Fee associated with Credit Transfer

There's no fee charged for Credit Transfer application.

The total course fee may be reduced for the qualification that student is or going to enrol in depending on the number of approved units.

Please refer to Fee and Refund Policy for more information about fees and charges.

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