

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

SMART AND SKILLED

All potential students are informed about what recognition is, that it is available to them, and the costs and timeframes involved.

At the time of enrolment, students are asked whether they wish to apply for Recognition of Prior Learning (RPL) and/or Credit Transfer (CT). Some licensed qualifications may not allow RPL (e.g. NSW Security Licensing Courses).

If the student wants to be considered for RPL and/or CT, this is recorded on the Recognition of Prior Learning (RPL) and Credit Transfer Application Form and then the following processes are followed.

Recognition of Prior Learning (RPL)

Linked 2's recognition process aligns with the NSW Recognition Framework.

Recognition of Prior Learning for Apprenticeships and Traineeships comply with all applicable laws, including the *Apprenticeship and Traineeship Act 2001*.

Students who wish to apply for RPL are supplied with an RPL kit suitable for the qualification or units of competency in which they are seeking recognition.

Stages of Recognition

- Establish the context
 - The assessor establishes the industry in which the student works
 - The level of qualification or units of competency relevant to the student
 - The location of the student's training (workplace, training provider's premises)
 - The level of support from their employer.
- Provide information
 - The student is informed about the process of recognition
 - The information given to the student from the assessor is tailored to suit the candidate and their context
- Gather evidence
 - The assessor and student agrees on the forms of evidence in the assessment process
 - The student's evidence must be relevant, sufficient, current and authentic
- Assess the evidence
 - The assessor reviews the student's evidence and documents their assessment of the evidence.
 - Evidence is measured against the standards of performance required using Linked 2's assessment process and tools
- Make an assessment decision
 - The assessor makes a decision on the student's competence and informs the student
 - This process involves interviewing the student (face-to-face, telephone, video link) to provide and receive feedback
 - The process ensures that the assessor gives the student appropriate feedback as well as the student having the opportunity to provide feedback to the assessor on the assessment process
- Issue credentials or plan the next step
 - The assessor issues the candidate with credentials or helps them to decide the next step, which may include gap training to complete a qualification, advice about the next level of qualification available, career advice for the newly qualified, or developing an action plan for the candidate to become competent
 - The assessor asks the student to provide feedback to Linked 2 on the recognition process as part of Linked 2's continuous improvement process.

Record keeping obligation:

Linked 2 maintains records for all subsidised training and for all enrolled students as evidence of Recognition of Prior Learning. Evidence includes but is not limited to:

- Certified copies of issued credentials
- Observation of workplace performance, demonstration and simulation
- Third party evidence e.g. reports from workplace supervisors, references from past and/or present employers, testimonials from clients
- Challenge tests on elements
- Work samples collected and/or documented
- Outcomes of specific qualifications, part qualifications or accredited courses delivered

Credit Transfer (CT)

Linked 2 complies with the VET Regulator's guidelines in connection with granting Credit Transfer.

- Linked 2 recognises AQF Qualifications and Statements of Attainment issued by another Registered Training Organisation.
- A student can request to have an existing AQF qualification recognised for the purpose of Credit Transfer (CT). Information on CT of qualifications from another RTO are detailed in the Student Handbook and discussed during the enrolment process.
- An original or certified copy of the qualification or statement of attainment must be provided by the student and verified by Linked 2. A list of people who can certify copies is listed on the ASQA website.
- A certified copy of the Qualification or Statement of Attainment will be retained by Linked 2 on the student's file and noted in the student management system
- The CEO will ensure that the qualification provided by the student is current and sufficient for the purpose of recognition. The learning outcomes of the existing qualification will be reviewed to ensure the qualification is aligned to, and meets Training Package guidelines, for the purpose of RPL.
- The CEO will check the issuing RTO and qualification on the National Register (www.training.gov.au) website to verify authenticity. The issuing RTO may be contacted to verify the authenticity of the qualification (qualification or statement of attainment number). Signed, written authority will be required by the student to release this information.
- Completion of the above process ensures authenticity of the Qualification or Statement of Attainment.

Record keeping obligation:

When granting Credit Transfer, Linked 2 will obtain and keep all the evidence used to establish Credit Transfer. This includes a certified copy of the student's Statement of Attainment or transcript.

Fees for RPL or CT

Where you are granted RPL for one or more units of competency, the qualification price is adjusted and a new student fee is determined.

For further information about RPL and your student fee, please speak with your Linked 2 Course Co-ordinator.