

Policy Name:	RECOGNITION OF PRIOR LEARNING
Policy No.	E7.0
Issued:	20 March 2023
Reviewed:	

Purpose

To present HITsa's Recognition of Prior Learning (RPL) arrangements that are available for the assessment of a Learner's competency acquired through previous formal and informal learning

Areas Affected

Prospective learners of accredited training courses

General

RPL involves the assessment of previously unrecognised skills and knowledge against the performance criteria and competency standards of nominated units of study. Sufficient evidence must be submitted by the student to allow the RPL assessment to be undertaken. RPL assessment meets the rules of evidence – validity, sufficiency, authenticity and currency (<https://www.asqa.gov.au/course-accreditation/users-guide-standards-vet-accredited-courses/accredited-courses-guide-appendices/appendix-7-rules-evidence>). The student's previous learning can be achieved through structured courses, formal awards or gained through other forms of professional and life experience. RPL recognises learning achieved towards the granting of credit wherever and however the relevant knowledge and/or skill has been acquired, provided it can be evidenced and assessed.

A favourable RPL assessment will result in credit being granted for nominated units of study.

Principle of RPL

Learners 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 industry licensing schemes) requires.

RPL Assessment Process

The availability of RPL and the process of applying for consideration is communicated to learners on HITsa's website, the student handbook and enrolment form. This policy is also an inclusion of the student's induction.

RPL at HITsa is conducted through a procedure in which applicants provide evidence of how they have met the learning outcomes of units and or levels of learning in a course of study. Candidates must demonstrate how the knowledge, skills, abilities and personal qualities gained through formal study and professional and life experience are comparable to, and can be mapped against, one or more units in the chosen course of study.

The Initial Skills Assessment and enrolment data will show if the student has undertaken prior formal studies. The student's USI may also be used to access (with permission from the student) previous academic transcripts and training records.

The RPL process will commence with the student requesting an RPL pack, and lodging their request for RPL Assessment using RPL Student Pack Part A.

Informal learning will be evidenced through the presentation of a portfolio. The portfolio will include substantiated documentary evidence of the applicant's work and life experience. Activities to authenticate submitted evidence will be undertaken. This may include HITsa contacting referees to verify submitted evidence. A third party report or statement will not, in isolation, be treated as adequate evidence of authenticity.

The applicant's portfolio should include details of non-accredited courses of study undertaken, details of work, life, voluntary and community experience, a reflective statement(s) and a clear articulation of how the learning achieved relates to specific units of study and the learning outcomes on the course for which they will be enrolling.

Suitably industry experienced and qualified Assessors will undertake the RPL assessment.

The Applicant will normally be notified of the outcome of their application for the RPL in writing within 10 working days of submission. This notice will be sent as an email.

Successful RPL will be recorded on the student's training plan.

Prospective applicants should refer to "Course Fees Policy" for the cost of applying for RPL. This fee is not refundable if recognition is not granted.

National Recognition

Refers to credits applied by HITsa to units of competency completed by the student through another RTO within Australia. Credit will not be applied if there are additional State requirements necessary to obtain competency.

Original Statements of Attainment must be presented. HITsa will verify the validity of these documents with the issuing RTO.

There is no fee charged to the student for national recognition.

Credit Transfer

Credit Transfer is available to students who have completed units of study with another RTO and wish to continue their studies with HITsa. The units may be superseded and an assessment of equivalent learning or competency outcomes must be undertaken.

Credit will be granted for studies completed at any authorised issuing organisation, such as a university. An analysis of equivalence between the completed study and the nominated units will be undertaken by HITsa to determine RPL

HITsa will complete the comparison of current and superseded units using www.training.gov.au "compare training component content" function. This tool will provide details of additions, deletions and modifications to the superseded unit.

For a full qualification, the original qualification parchment and academic transcript must be presented. For completed units, original Statements of Attainment must be presented. HITsa will verify the validity of these documents with the issuing RTO.

HITsa will not issue a qualifications or statement of attainments that have been achieved through only RPL of units and/or modules completed at (an)other RTO/s.

There is no fee charged to the student for credit transfer.

Record Keeping

A copy of the RPL application and decision will be filed in the Student Management System.

The academic result of units for which RPL is granted will not appear on a student's HITsa academic transcript when they were completed at another institution. They will be recorded as "Advanced Standing".

Complaints and Appeals

Complaints and appeals against RPL assessments may be made in accordance with HITsa's *Student Grievances and Complaints Policy*. Applicants are encouraged to discuss the outcome of their assessment with the Assessor prior to commencing this process.

Rules – the following rules provide further guidance on HITsa's RPL process and policy.

1. The request for RPL Assessment must be lodged prior to the student commencing their first unit of training.
2. Applications will normally be assessed within 10 working days of submission
3. Prior learning has been achieved within the last 5 years for informal learning and/or 10 years for formal learning, or demonstrates how it has been kept up-to-date and relevant
4. The student must provide original certificates and academic transcripts as evidence of formal learning. If originals are not available, certified copies must be submitted.
5. If RPL documentary evidence is not in English, certified translations must be supplied
6. Portfolio content may include written, audio or video content as evidence of informal learning
7. HITsa reserves the right not to accept a student into their nominated training course if the RPL relates to more than 50% of the required units.
8. When approved, credit granted against units within the course will be recorded as "completed" with the grade "advanced standing".

END

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP51/12, HITP0073/3