



DAYS SAFE PTY LTD

Policy & Procedure – Recognition of Prior Learning & Credit Transfer

Purpose	The purpose of this Policy & Procedure (P&P) is to describe how DAYS SAFE will confirm and recognise the competencies students have obtained outside the formal education and training environment. These competencies may have been gained through informal or non-formal training or through life or work experience.
Scope	This Policy & Procedure provides guidance on describe the manner in which Recognition of Prior Learning (RPL) will be conducted at DAYS SAFE
Inputs	<p>Standard 1 - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses</p> <p>1.2. For the purposes of Clause 1.1, the RTO determines the amount of training they provide to each learner with regard to:</p> <ul style="list-style-type: none"> a) the existing skills, knowledge and the experience of the learner <p>1.3. The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:</p> <ul style="list-style-type: none"> a) trainers and assessors to deliver the training and assessment; b) educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment; c) learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and d) facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment. <p>1.8. The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):</p> <ul style="list-style-type: none"> a) complies with the assessment requirements of the relevant training package or VET accredited course; and b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



1.9. The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration:

- a) when assessment validation will occur;
- b) which training products will be the focus of the validation;
- c) who will lead and participate in validation activities; and
- d) how the outcomes of these activities will be documented and acted upon.

1.12. The RTO offers recognition of prior learning to individual learners

Standard 3 - The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

3.5. The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) authenticated VET transcripts issued by the Registrar.

Requirement

The RTO must determine the amount of training they provide to each learner with regard to the existing skills, knowledge and the experience of the learner

The RTO is required to develop and implement approaches, including by providing access to suitable resources, facilities and trainers that ensure learners gain all relevant skills and knowledge.

The RTO must develop and implement a system to ensure that assessment judgements are consistently made on a sound basis. An assessment system includes not only the actual materials used directly in conducting assessment, but also policies, procedures and other supporting documents that inform the way assessment is conducted within the RTO.

All assessment must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.

The RTO must offer recognition of prior learning to individual learners

Where a learner provides suitable evidence they have successfully completed a unit or module, the RTO must provide credit for that unit or module. Before providing credit on the basis of a qualification, statement of attainment or record of results, you should authenticate the information in the document (e.g. by contacting the organisation that issued the document and confirming the content is valid).

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



Reference Documentation	Other reference documentation which relates to this P&P includes: <ul style="list-style-type: none">• DTWD Coloured Book<ul style="list-style-type: none">○ Recognition of Prior Learning: An assessment resource for VET practitioners○ Guidelines for assessing competence in VET
Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.
Policy	<p>Potential students are to be made aware that DAYSAFE does not recommend RPL, however, we do recognise the AQF qualifications and statements of attainment issued by other RTOs; this must occur before commencement of the training and assessment program. Students should not be charged fees for this recognition.</p> <p>Before providing credit on the basis of a qualification, statement of attainment or record of results, the information must be authenticated by contacting the organisation that issued the document and confirming the content is valid.</p> <p>Students should not be charged fees for this recognition.</p> <p>Daysafe training and assessment practices are to be responsive learner needs and all assessment conducted by Daysafe must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.</p> <p>Students are to be provided with adequate information, support and opportunities to engage in RPL.</p> <p>RPL assessment will be student focussed, streamlined and structured to minimise the time and cost to applicants.</p> <p>The outcomes and decision-making process of RPL assessments will be clearly explained to the client including the mechanisms for appeals.</p> <p>Training and assessments systems, including RPL documentation, will be systematically validated.</p>

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



OR

For High Risk Work (HRW) License Units of Competency the Mandated National Assessment Instruments - Guide For Assessors stipulates:

Candidates who apply for RPL must provide evidence that they have attained the competencies required.

The RTO/assessor must:

1. Provide the candidate with a relevant Self-Assessment Checklist and follow this up with an interview with the candidate to discuss their responses on the Checklist. The candidate is required to provide evidence of their prior experience/learning.
2. Assess the competence of the candidate, using the Assessment Instrument developed for each unit of competency, including:
 - Knowledge Assessment
 - Calculation Assessment (where relevant)
 - Performance Assessment (observation).

Candidates who apply to have their current competency recognised must be able to provide documentation that demonstrates they have completed the content of the course that they are seeking recognition for. This could be in the form of a course transcript, unit of competency or other documentation that provides evidence that they have undertaken satisfactory training/assessment.

The RTO/Assessor must contact their state/territory WHS regulator to discuss such applications and determine if there are existing arrangements in place.

<p>Identify Students needs</p> <p>Output</p> <p>Responsibility</p>	<p>Meet with the student and discuss their training and assessment requirements making sure you cover:</p> <ul style="list-style-type: none"> • Any AQF qualifications and statements of attainment issued by other RTOs • Their on the job experience • Their special needs, if they have any <p>Students Needs identified</p> <p>Trainer & Assessors</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> •
<p>Credit Transfer</p>	<p>Verify the authenticity of any AQF qualifications and statements of attainment issued by other RTOs and issue credits as appropriate.</p> <p>Modify the students Training & Assessment Plan accordingly</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>Daysafe Template-Credit Transfer Form</i>

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



Output	Authenticated qualifications	
Responsibility	Trainer & Assessors	
RPL Process	<p>RPL assessment conducted by Daysafe will follow these steps:</p> <ul style="list-style-type: none"> • The student is given a Daysafe RPL Application Form to complete and submit with copies of the required evidence • Competency conversation – after application review and enrolment the assessor interviews the client during which time they must produce original relevant documents such as third party reports, work samples, licenses, academic records, resume, references etc. • Theory assessment-the student completes a theory assessment for the unit of competency. • Confirmation – the assessor confirms claims made by the client with third parties. 	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>Daysafe Template-RPL Application Form</i>
Output	Evidence of competency	
Responsibility	Trainer & Assessors	
Inform the student of the assessment outcome	Once the assessment process has been completed inform the client of your decision. Where they failed to demonstrate competency discuss gap training options.	<p>Tools & Templates</p> <ul style="list-style-type: none"> •
Output	Assessment Outcome	
Responsibility	Trainer & Assessors	

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



Feedback	Ask the client to provide feedback on the RPL process using DAYSAFE Template – Client Feedback Form in accordance with Daysafe-P&P-Data Collection & Analysis.	Tools & Templates <ul style="list-style-type: none">• <i>DAYSAFE Template – Client Feedback Form</i>• <i>Daysafe-P&P-Data Collection & Analysis</i>
Output	Student feedback	
Responsibility	Trainer & Assessors	
Records Management	Key documents such as the RPL assessment summary will be placed on PowerPro RTO..	Tools & Templates <ul style="list-style-type: none">• <i>PowerPro</i>
Output	Records recorded	
Responsibility	Office Manager	
Key Performance Indicator:	The effectiveness of this P&P will be measured through the validation of RPL assessment and Credit Transfers conducted.	

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version