



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><i>Essential standards for continuing registration</i></p> <p>SNR 15 - The NVR registered training organisation provides quality training and assessment across all of its operations, as follows:</p> <p>15.5 - Assessment including Recognition of Prior Learning (RPL):</p> <ul style="list-style-type: none">(a) meets the requirements of the relevant Training Package or VET accredited course; and(b) is conducted in accordance with the principles of assessment and the rules of evidence; and(c) meets workplace and, where relevant, regulatory requirements; and(d) is systematically validated. <p>SNR 16 - The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients, as follows:</p> <p>16.1 - The NVR registered training organisation establishes the needs of clients, and delivers services to meet these needs.</p> <p>SNR 23 - Certification, issuing and recognition of qualifications & statements of attainment</p> <p>23.2 - The NVR registered training organisation must recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO.</p>

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Requirement	<p>The RTO identifies the services required by its clients and ensures that clients have access to these services including RPL and Credit Transfer.</p> <p>The RTO must ensure that potential learners are made aware of opportunities for recognition of AQF qualifications and statements of attainment issued by other RTOs; this recognition is to occur before commencement of the training and assessment program.</p> <p>The RPL assessment process ensures that only learners who hold the requisite skills and knowledge are certified as competent.</p> <p>The RTO must ensure that assessment:</p> <ul style="list-style-type: none">• Meets the requirements of the Training Package or accredited course• Is consistent with the training and assessment strategy• Is valid, reliable, flexible and fair• Focuses on the application of knowledge and skill to the standard of performance required in the workplace• Involves the collection of sufficient, valid, authentic and current evidence to enable a judgement to be made about whether competency has been attained• Confirms that workplace and regulatory requirements are met.
Reference Documentation	<p>Other reference documentation which relates to this P&P includes:</p> <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	<p>This P&P is supported by the Tools & Templates identified at each stage in the process.</p>

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<p>Policy</p>	<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>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>OR</p> <p>For High Risk Work (HRW) License Units of Competency the Mandated National Assessment Instruments - Guide For Assessors stipulates:</p> <p>Candidates who apply for RPL must provide evidence that they have attained the competencies required.</p> <p>The RTO/assessor must:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • Knowledge Assessment • Calculation Assessment (where relevant) • Performance Assessment (observation). <p>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.</p> <p>The RTO/Assessor must contact their state/territory WHS regulator to discuss such applications and determine if there are existing arrangements in place.</p>	
<p>Identify Students needs</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>Tools & Templates</p> <ul style="list-style-type: none"> •

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Output	Students Needs identified	
Responsibility	Trainer & Assessors	
Credit Transfer	Verify the authenticity of any AQF qualifications and statements of attainment issued by other RTOs and issue credits as appropriate.	Tools & Templates
Output	Authenticated qualifications	<ul style="list-style-type: none"> • <i>Daysafe Template-Credit Transfer Form</i>
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. 	Tools & Templates
Output	Evidence of competency	<ul style="list-style-type: none"> • <i>Daysafe Template-RPL Application Form</i>
Responsibility	Trainer & Assessors	

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<p>Inform the student of the assessment outcome</p> <p>Output</p> <p>Responsibility</p>	<p>Once the assessment process has been completed inform the client of your decision. Where they failed to demonstrate competency discuss gap training options.</p> <p>Assessment Outcome</p> <p>Trainer & Assessors</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> •
<p>Feedback</p> <p>Output</p> <p>Responsibility</p>	<p>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.</p> <p>Student feedback</p> <p>Trainer & Assessors</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>DAYSAFE Template – Client Feedback Form</i> • <i>Daysafe-P&P-Data Collection & Analysis</i>
<p>Records Management</p> <p>Output</p> <p>Responsibility</p>	<p>Key documents such as the RPL assessment summary will be placed on PowerPro RTO..</p> <p>Records recorded</p> <p>Office Manager</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>PowerPro</i>
<p>Key Performance Indicator:</p>	<p>The effectiveness of this P&P will be measured through the validation of RPL assessment and Credit Transfers conducted.</p>	

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