

Version History

Document: Recognition of Prior Learning

First Version Number: 05/07

Code:

Version #	Summary of changes made
01/08	Removed "AQTF 2005 Standard 5"
05/12	Addition "Related NVR Standard SNR 15.5, SNR 23.2 & ESOS National code 12" Removed "AQTF 2007 Standard 1.5 COR 7"

RECOGNITION OF PRIOR LEARNING

1. Purpose

The purpose of this procedure is to ensure that all qualifications issued by other Registered Training Organisations to students enrolling with Nova Institute of Technology (NIT) are recognised.

2. Related Standard

NVR Standard SNR 15.5, SNR 23.2
ESOS National code 12

3. Scope

This procedure applies to all persons enrolled with NIT and all persons employed by NIT for the provision of training and assessment services.

4. Responsible parties

The General Manager (VET) is responsible for the control and issue of this procedure.

5. Policy Statement

Nova Institute of Technology (NIT) will ensure that RPL is offered to all applicants on enrolment and that the process is structured to minimise the time and cost to applicants; and provides adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

6. Procedure

Prior to enrolling with NIT, a number of students may have achieved competency in the Training Packages offered by other RTOs in a number of ways through formal and informal training and educations. These 'ways' could include;

- Work experience
- General life experience and/or
- Any combination of the above

The assessment pathways in NIT provide for the recognition of competencies previously obtained. It should be remembered that Units of Competency and qualifications in the Training Packages should be recognised regardless of how, when or where they were achieved. In order to recognise prior learning of candidates, the candidates must supply evidence that indicates

that the candidate is currently competent against the endorsed industry competency standards.

These could include:

- Course outlines (For courses where the candidate has been deemed competent)
- A Certificate with the relevant recognised authority logos
- Certification of hours of study
- Certified results from an institution
- Subject Outlines from previous study
- Textbooks used in the course of study
- Personal resume that can be verified
- Summary of work experience that can be verified
- Reference from former employers that can be contacted
- Testimonials from clients
- Work samples

The onus is on candidates to provide sufficient evidence to satisfy the requirements of competency that is current. When assessing prior learning, NIT shall at all times ensure that the evidence supplied is:

- Authentic
- Valid
- Reliable
- Current
- Sufficient

Assessor Qualifications:

NIT Shall at all times ensures that assessors completing assessment for prior learning will have completed:

- BSZ401A Plan assessment;
- BSZ402A Conduct assessment;
- BSZ403A Review assessment;

Plus the relevant vocational competencies

7. RPL Process

NIT will recognize AQF qualifications and Statements of Attainments awarded by other Registered Training Organizations and provide students equitable arrangements for the processing and assessment of these qualifications within the AQTF guidelines.

Procedure:

a) Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation at that time.

- Students must submit authenticated detailed supporting documents including Course transcripts, certificates, and letters of reference.
- All international documents must have a certified English translation.

b) RPL processing takes a minimum of 10 working days from submission of application.

- Student to complete an RPL Request Form and attach copies of supporting documents. This application is to be submitted with Student administrator and forwarded to General Manager (VET).
- The application is screened by the Student administrator for accuracy and appropriateness of details and student's signature before it is provided to the General Manager (VET) for approval.
- If the application is approved then the RPL Confirmation is provided to student by the Student administrator, which states the exempted units and resulting reduction in tuition fees and study load.

After the student has signed and returned the RPL Confirmation:

The Student administrator records the approved RPL on Student Database for record and the hard copy Application and Confirmation with attached supporting documents is stored in the student file.

c) Evidence of RPL

Applicants will need to show how they have achieved the competencies of each accreditation level and if they can satisfy the performance criteria by submitting evidence that entails,

- Validity (is the evidence relevant?)
- Sufficiency (is there enough evidence?)
- Authenticity (is the evidence a true reflection of the candidate?)
- Currency (is the evidence recent?)

Following are a few examples of the ways evidence can be provided.

Applicants will need to include a variety of these in their application form.

Education and Training:

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and or study that have been undertaken and the learning outcomes/competencies achieved from these

Work Related Experience:

- Positions descriptions of previous held employment;
- Resume of work experience which may include reports from supervisors or managers;

- Copies of any statements, references or articles about your education, training or employment;
- Examples of relevant work samples or tasks from previous employment.

8. Visa Implication

- Where RPL is granted before the issue of a visa, the net course duration (as reduced by the RPL) is indicated on the eCOE issued.
- Where RPL is granted after the issue of a visa, the resulting change of course duration is reported to DIAC via PRISMS.

9. RPL Fees

Applicants possessing and presenting accredited Australian qualification and/or Statement of Attainment for exemptions will not be charged with the RPL/RCC and Credit Transfer fees, but no matter what the extent RPL/RCC granted the overall course fee will not be reduced. However, applicants with overseas qualification will have to fulfill the Australian Education International AEI-NOOSR qualification recognition requirement before your RPL/RCC application can be accepted as Valid. Therefore, such recognition statement should be added to your RPL/RCC application.