Recognition of Prior Learning Policy

Gimbal Training understands its responsibility to offer Recognition of prior learning to students that meets the requirements of the AQF, the NSW Smart and Skilled Quality Framework and the NSW Recognition Framework.

Gimbal Training is committed to providing up to date and relevant information regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all students prior to enrolment and whilst enrolled. Staff will provide support and guidance regarding Recognition enquiries in a timely manner.

We provide students with information about RPL and Credit Transfer pre-enrolment on our website, in our Course Brochures and in our Student Handbooks. Students are also reminded of the opportunity for RPL during the training program in our Assessment Tools and by our trainers and assessors.

All assessment practice meets the requirements of the training packages, meet the principles of assessment and rules of evidence are conducted by suitably qualified assessors as outlined in our Assessment Policy.

Recognition of Prior Learning

Gimbal Training recognising the AQF definition of assessment and RPL:

- **Assessment** is the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace as specified in a training package or vocational education and training accredited course.
- **Recognition of Prior Learning** is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

RPL Procedures

The processes described below have been developed to ensure they align with the requirements of *TAEASS504A Develop and Implement Recognition Strategies* and can be implemented in a range of contexts that require the application of Recognition. To be awarded RPL the candidate must provide evidence of when and how their competency was acquired.

To ensure consistency, fairness and transparency**,** Gimbal Training has established a systematic, organisational approach to RPL as follows.

Establishing the Recognition of prior learning process

Assessment Tools for gathering RPL evidence will be been designed to:
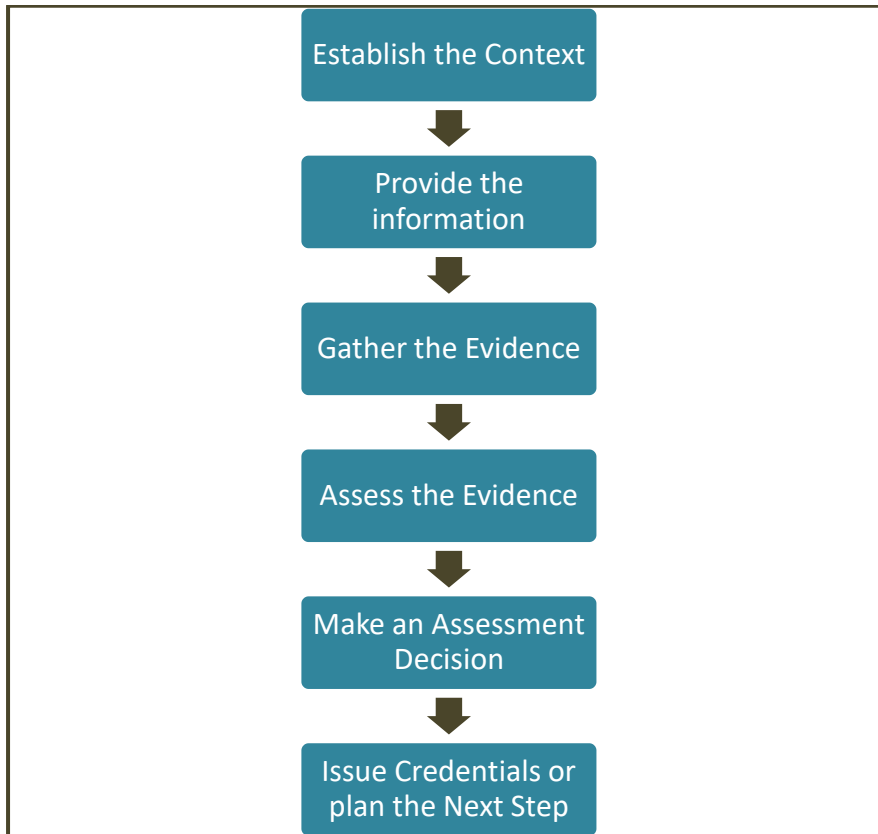
- collect evidence to demonstrate prior achievement of the learning outcomes and assessment requirements for each Training Product on our scope of registration.
- provide a range of methods against which the student can provide evidence
- be at the same standard as other assessment for the qualification
- recognise learning regardless of how, when and where it was acquired providing it is relevant to the learning outcomes in the Training Product.
- meet the requirements of valid, authentic, current and sufficient assessment
- provide a process that is fair, flexible reliable and valid.

- include reasonable adjustment for the literacy levels, cultural background and experiences of students
- meet the needs of students from different background and contexts.

The Student will indicate that they wish to apply for RPL by completion the Application for RPL Form available on our website and from our office. On receipt of the form the student will be contacted and informed of the fees and put in contact with the assessor.

The Recognition of prior learning process

Gimbal Training applies the Recognition Process outlined in the NSW Recognition Framework

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Establish the Context
        ↓
Provide the
information
        ↓
Gather the Evidence
        ↓
Assess the Evidence
        ↓
Make an Assessment
Decision
        ↓
Issue Credentials or
plan the Next Step
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Applying the Recognition of prior learning process

The recognition process will be put into process as follows

Establishing the Context and Providing Information

- The Student will indicate that they wish to apply for RPL by completion the Application for RPL Form available on our website and from our office. On receipt of the form the student will be contacted and informed of the fees and put in contact with the assessor.
- The student and the assessor will meet to consider the RPL application and ensure that the student:
  - understands the RPL process i.e. a formal assessment process leading to a competency decision
  - has access to copies of the relevant units
  - understands the requirements of collecting and matching evidence to the requirements of the units.
  - understands the timeframes and costs.

The assessor will gather the following information from the student:

- Their industry background and current occupation
- The level of qualification and or unit of competency relevant to their experience and skills
- The location of their training (i.e. at a workplace or at a training provider's premises)
- The level of support from their employer

Gathering Evidence

- The assessor and the candidate will agree on the forms of evidence to be provided.

Assessing the Evidence/Making an Assessment Decision

- Further meetings will be scheduled with the candidate and assessor to interview the candidate, assess the evidence provided and provide feedback. Assessors will record the evidence received on the RPL form.

Issuing Credentials/Planning the next Step

- If the assessor finds the student competent, assessment outcomes are recorded on the Assessment Outcomes Form and a Statement of Attainment or Certificate is issued. If the student is NYC a meeting will be arranged with the assessor to explain areas requiring further evidence or training.

Record keeping

- All relevant documentation including results and evidence of the RPL will be filed in as per the Record Keeping Policy.
- The Unit Outcome code recorded in the Student Management System will be 51 (RPL)

Credit Transfer

Gimbal Training recognising the AQF definition of Credit Transfer:

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Credit Transfer Procedures

1. Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
2. An applicant will be required to complete the Application for Credit Transfer Form and present their Statement of Attainment or Qualification for examination. These documents will provide the detail of what units of competence the applicant has been previously issued.
3. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an RTO (RTO ID's and details will be checked on Training.gov). The applicant is required to submit originals for copying and endorsement by RTO staff or copies which are certified as true copies of the original by a Justice of the Peace (or equivalent).
4. If Credit Transfer is being sought for a unit of competence which has a different title or code, then the equivalence between the unit held and the unit being sought will be researched and verified. In many cases this information can be found in mapping documents published in the relevant Training Package or by registering authorities who provide purchasing guidelines or mapping guides and in the AQF Qualifications Pathways Policy.
5. Whilst students may apply for Credit Transfer at any time, they are encouraged to apply before commencing a training program; this will reduce unnecessary training.

6. The student does not incur any fees for Credit Transfer.
7. Credit Transfer may only be awarded for whole units of competence that meet the packaging rules of the Qualification they are enrolled in. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek RPL.
8. Credit Transfer will only be issued when the student's enrolment includes at least one other unit of competence; student may not enrol only for Credit Transfer.
9. All relevant documentation including certified copies of all Testamurs or Statements of Attainment will be filed in as per the Record keeping Policy
10. The Unit Outcome code recorded in the Student Management System will be 60 (CT)

Evidence

- Competed RPL applications and evidence of competency
- Competed CT applications
- Assessment Outcomes Records

Related Policies

- Validation Policy

Forms

- Application for Credit Transfer
- Application for RPL

References

- NSW Recognition Framework
- NSW Quality Framework
- Credit Transfer: An Explanation (AQF)
- Recognition of Prior Learning: An Explanation (AQF)
- Smart and Skilled Operating Guidelines 2018/Section 7