



Recognised Prior Learning and Mutual Skills Recognition Policy

Alignment	
AQTF 2010	
Conditions	7
Standards for Registered Training Organisations 2015	
Standard 1	1.12

Purpose: To ensure that students wishing to enrol or already enrolled in a course of study at AAOWT receive due credit for previous training with the same units of competency or recognition of prior learning through life skills, work experience or any other evidence which demonstrates the learners prior achievement meets all the required skills and knowledge specified in the unit or module assessment requirements.

Document Control			
Version	Approval Date	Authorised by	Change Description
2.0	6/1/2012	CEO	Continuous improvement
3.1	13/5/2012	CEO	Continuous improvement
3.2	10/12/2015	CEO	Review in line with Standards for RTO 2015

Definition

RPL = Recognition of Prior Learning

AQF = Australian Qualifications Framework

Policy Statement

AAOWT has assessment systems and strategies in place to ensure students wishing to apply for a credit transfer of existing qualifications, or gain recognition of prior learning will be provided with the opportunity to do so.

The **Principles of Assessment**; fairness, flexibility, validity and reliability are applied to all applications for recognition of prior learning.

- **Fairness**

The individual learner's needs are considered in the assessment process.

Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.

The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

- **Flexibility**

Assessment is flexible to the individual learner by:

- reflecting the learner's needs;
- assessing competencies held by the learner no matter how or where they have been acquired; and

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- Drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

- **Validity**

any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.

- Validity requires:
- assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;
- assessment of knowledge and skills is integrated with their practical application;
- assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and
- Judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

- **Reliability**

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

The **Rules of Evidence** are also applied to all applications for recognition of prior learning;

- **Validity**

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

- **Sufficiency**

the assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

- **Authenticity**

the assessor is assured that the evidence presented for assessment is the learner's own work.

- **Currency**

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Application for Recognition of Prior Learning or Credit Transfer

Students wishing to apply for RPL or Credit Transfer should discuss this with the CEO or relevant staff member prior to enrolling in a unit of study. Students will be advised of the procedure for completing their applications and process thereafter.