Introduction

Participants undertaking training are able to apply to for:

- Recognition of Prior Learning (RPL);
- Recognition of current competencies; and
- Recognition of Qualifications issued by other RTO’s (Credit Transfer and National Recognition).

These exemptions may be granted when all the stated learning outcomes and performance criteria of the training courses have been shown to be met. This Information Kit is designed to guide applicants through the various steps that are involved in the process.

How is prior learning recognised?

Every training course contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent in assessor training.

Broadly speaking, the process involves matching what participants already know and can do with the learning outcomes of the module.

This recognition process enables participants to focus on developing skills and knowledge in new areas, rather than having to re-learning what they already know and can do.

Who can apply

All student can apply if they think prior learning and experience mean you can provide evidence to show that you are already competent in the learning outcomes of the training course.

Benefits of RPL/RCC/Credit Transfer:

- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the participant’s current competence in comparison to the stated standards of competence required
- The process can clarify what relevant skills the participant does and does not possess so that the learning program can be tailored accordingly

How do you show evidence of competencies gained via prior learning?

There are many ways that you can show evidence of the competencies you hold. Exemption can only be granted on current evidence, that is, work that has been completed within the last two years.

Following are a few examples of the ways evidence can be provided. You will need to include a variety of these in your application form.

Education and training (RPL)

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

Work related experience (RCC)

- Positions held in the workforce
Resume of work experience which may include reports from work colleagues
Copies of any statements, references or articles about your employment or community involvement
Relevant samples of work

**Life experiences**
- Industry involvement
- Relevant work or other experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

*Please remember, the above are only examples. You should provide all the documentation that you can which clearly shows evidence of the competencies you hold.*

**Guidelines for credit transfer:**
- Credit transfer is directly related to competencies gained
- Credit transfer procedures require documentation of competencies achieved so that they can be matched with the outcomes of a training course
- It is recommended that credit transfer should only apply to modules of work that are up-to-date. Therefore modules of work completed more than two years previously should not be eligible for credit transfer.

**Recognition of prior learning procedure**
If you consider that you have already acquired the learning outcomes of a training course that is offered by the Star Training Academy, you may formally apply to have these skills recognised.

The assessment can only be carried out through you providing evidence of the relevant competencies that you believe you hold. This is achieved through completing the normal enrolment process for a course and paying the required fees. You will be charged a non-refundable administration fee of $400 to cover costs associated with assessing your application and evidence. Paying this fee does not guarantee you will be granted RPL. Once a final assessment is made, any units granted as RPL will be charged additionally at 50% of the normal unit cost. A full explanation of fees and charges will be given to you prior to enrolment. Simply call our office to book a time to come in and discuss your RPL options.

Look at the sequential process on the next page as the procedure to be followed by an applicant who wishes to obtain RPL.
Candidate Enquiry
Candidate Registration and RPL Kit provided and Administration fee paid

**STEP 1**
Candidate Self-Evaluation

**STEP 2**
Follow up interview and questions

**STEP 3**
Demonstration/ Observation of Practical Tasks

**STEP 4**
Supporting Evidence/Third Party Report (If required)

If not ready for RPL, the candidate is to be provided with training options.

Gap Training (if required)

Final Decision and Issue Qualification or Statement of Attainment by RTO or further study required
Once you contact our office and have an initial talk with our administration staff and a trainer/assessor, you will be enrolled if you wish to proceed, pay the administration fee and receive your RPL kit.

**Step 1 – Candidate Self Evaluation**

1. You will be given the RPL kit containing all instructions and you will commence filling out a self evaluation of your existing skills against training course outcomes and begin gathering evidence. There is no set time frame for evidence gathering, once you feel you have sufficient supporting evidence you return it to us for initial assessment.

2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.

**Step 2 – Follow up interview and questions**

1. On receipt of the evidence, the Trainer/Assessor will determine the completeness and relevance of the documentation. The applicant will be contacted for a follow up interview and advised if they have provided sufficient evidence for RPL or if any gaps exist in the evidence.

2. The Trainer/Assessor will compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements. The Trainer/Assessor will check that the evidence submitted conforms to the principles of evidence:
   - 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 – obtained within 2 years?)

3. If gaps exist, the trainer may at this stage try and complete the evidence by conducting a series of questions or undertaking oral assessment. It may require that the trainer/assessor asks you to provide more evidence and this could include undertaking Step 3. If not, then a decision can normally be made at this point, and you will be told that you have successfully provided enough evidence, you will pay the remaining fee and we will produce your qualification.

**Step 3 – Demonstration/Observation of Practical Tasks**

1. The Trainer/Assessor may utilise your current workplace if you are employed to come and conduct practical observation and assessment of you performing roles and tasks in the workplace as evidence.

**Step 4 – Supporting evidence and third party reporting**

1. You may be asked to gather third party or referees reports from your employer or previous employers as evidence.

**Step 5 – Final decision and appeal**

A final decision will be made within two weeks of the trainer/assessor receiving all information back and after the conduct of any follow up interviews or work place based assessment. The decision again may be to grant full or partial RPL or it may be that there is insufficient evidence to meet the performance criteria and you will be given options, including for further study.

The applicant has the right to appeal the Trainer/Assessors decision, if they believe the decision is unfair, unjust or if the Trainer/Assessor has misinterpreted the evidence.

In the case of an appeal, a new assessor will be assigned to review all material available and make a decision with one or two possible outcomes:
   - grant recognition
   - deny recognition

Once again, the review assessor will notify the applicant of the decision within two weeks of receiving the appeal.
The decision of the RPL review assessor will be final. If you are unhappy with the decision, you may contact the Australian Skills Quality Authority (ASQA) to lodge a complaint at https://rms.asqa.gov.au/registration/newcomplaint.aspx