

Recognition of Prior Learning (RPL), Credit Transfer & National Recognition

(CRICOS code 061277K)

Introduction

Participants undertaking training are able to apply to for

- Recognition of Prior Learning (RPL).
- Recognition of current competencies
- National recognition
- Credit Transfer

These exemptions will be granted when all the stated learning outcomes and performance criteria of the training courses have been shown to be met. This brochure 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.

Broadly speaking, the process involves matching what participants already know and can do with the learning outcomes of the unit of competence. This is done by 'Credit Transfer' or 'Recognition of Prior Learning'.

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

Any student can apply if they think their prior learning and experience will provide enough evidence to show that they are already competent in the learning outcomes of the required units from a 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

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Recognition of Prior Learning

Recognition of Prior Learning refers to an assessment of your current skills and experience as they apply to the units of competency in your new course. Every training course contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent. Broadly speaking, the process involves matching what participants already know and can do with the learning outcomes of the unit of competence. This recognition process enables participants to focus on developing skills and knowledge in new areas, rather than having to relearn what they already know and can do.

You will be notified at the interview of the fees applicable for your assessment. Fees must be paid before assessment can commence. Once you have paid the fee, the application data will be assessed and any interviews arranged and you will be notified of the outcome of your application within 2 weeks. You will be contacted by email if any clarification on documents is required. Any certificates or transcripts requested will be forwarded to your address. If you disagree with this outcome of any assessments, you may have the application reviewed under the guidelines of Evolutions appeals policy.

International students are advised that where this recognition is issued prior to the issue of a Visa, then the period of your visa will be reduced to compensate.

Recognition of Prior Learning Process

Step 1 – request

Request a 'RPL application form' from Evolution by email or by phoning the main office.

Step 2 – complete application

Submit this form to Administration or Reception. An appointment will be made for you with the Director of Studies to discuss critical evidence required and methods of assessing. You will need to bring supporting documents & evidence with you to submit for assessment. (see 'how do I prove what I know I can do?')

Step 3 – Submit evidence and applicable fees

Bring all your documents and evidence and submit along with your 'Application for RPL' form to the Director of Studies.

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

Evidence of competency can be collected from other sources such as current job performance, resumes with supporting documents, logbooks, job descriptions, projects or assignments or workplace interviews. Bring anything you think may support your application.

You will be notified at this interview the fees applicable for your assessment. Fees must be paid before assessment can commence.

Fee Schedule

Assessment of Individual Units (per unit)	\$100.00
Assessment of full Certificate III	\$2500.00
Workplace observation and interview*	\$500.00
Issuing a Certificate/transcript	\$50.00
Challenge test (per unit)**	\$250.00
Challenge test (full qualification)	\$3000.00

* Workplace observation requires four hours, and an appointment with the management of the workplace. This is required for any full qualification requesting RPL.

** Students are required to purchase produce for these tests

Step 4 – assessment

On receipt of the application, the Director of Studies will determine the completeness and relevance of the documentation. The applicant will be advised of: acceptance of the application; or deficiencies that must be rectified or addressed before the application can proceed

1. The Director of Studies 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 Director of Studies 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?)
2. In the event of partial completion of the learning outcomes, the Director of Studies should outline which performance criteria still needs to be achieved, and preferably what evidence is still required
Options may include: Supply further supporting documentation Complete the assessment activity portfolio Complete individual unit of competences of the appropriate training course
3. The Director of Studies will complete and report the decision for the applicant
4. The Institute will keep records of all applications for two years on the student file after course completion and an electronic copy of outcomes for 30 years.

Step 5 – notification

Evolution Hospitality Institute will notify the applicant of the decision within 2 weeks of receiving the application.

Step 6 – appeal

The applicant has the right to appeal the Director of Studies' decision, if they believe the decision is unfair, unjust or if the Director of Studies 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 Industry Skills Council for an independent opinion.

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How do I prove what I know I can do?

Evolution will support you in gathering evidence to prove you have the necessary knowledge and skills. The kind of evidence you may identify include

- A Transcript from another RTO (Registered Training Provider) see 'Credit Transfer' below
- Evidence you already have e.g. work documents, testimonials from previous employers/volunteer organizations and/or samples of your work.
- Evidence that needs to be collected by an assessor at Evolution e.g. the assessor may observe you completing a task and/or ask you questions to confirm your knowledge.

Evolution will help you understand what specific types of evidence might be suitable for the units of competency you are applying for RPL for

- Evidence for recognition is not limited to existing documents you already have.
- Evidence can take a number of forms and might include any combination of:
 - Questioning- the assessor may give you written questions, or interview you and ask questions verbally
 - Observation of practical tasks- the assessor may observe you performing tasks in the workplace, in a stimulated environment, in the classroom or any combination of locations
 - Finished products- items you have produced in your work, which could vary from food you have cooked to reports you have written
 - Presentations- the assessor observing presentations made by you
 - Video and/or audio taped evidence- showing you completing tasks
 - Third party reports- reports or answers given by third parties to questions from the assessor, providing examples of your work ability relating to the standards- this can be verbal or in writing
 - Documents- such as relevant qualifications/transcripts (see 'Credit Transfer' below), project plans and reports, minutes of meetings, correspondence, resources developed

Anything else that you or the assessor can think of that is relevant and proves your competence.

Credit Transfer

A Credit Transfer is when you have a transcript from a registered training provider stating you have completed units of competency that are the same as units taught in your course at Evolution. You will know these units are the same if they have the same name and unit code. These units are credited to you so you do not have to repeat units you have previously passed.

If you would like to apply for credit transfers, please complete a 'credit transfer application' form and submit with your enrolment form so you can have your Course Fees adjusted. You will have a set amount deducted from your Course fees for each Unit you have credited.

You must bring your original transcript to Evolution on or before your induction day to verify your transfers. If you do not, you will not be credited units and you will attend all classes. You must apply for Credit transfers within 2 weeks of course commencement.

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 units of competence of work that are up-to-date. Therefore units of competence of work completed more than two years previously should not be eligible for credit transfer.

