

Recognition of Prior Learning & Current Competencies (RPL/RCC)

Under the National Training Reform Agenda, students in courses/training programs will be provided with the opportunity to have relevant prior or current (formally and informally acquired) skills and knowledge recognised through formal credits.

AVTES has guidelines, policies and procedures that outline and detail the requirements relating to the implementation of RPL/RCC.

It is accepted that an individual develops a variety of skills and competencies through their everyday working life. We formally recognise and give credit for the achievement of such skills.

Students seeking RPL/RCC are required to undergo and complete the relevant application process. This includes the use of an **RPL & RCC Application Kit(s)** which has been specifically developed for each unit of competency contained within the hospitality, retail, racing and business training package. An information booklet titled **Acknowledging your Competencies** has also been implemented to support applicants undertaking this process.

What is RPL/RCC?

RPL/RCC is the recognition of skills and achieved competencies that have been developed and obtained through informal means, eg. unaccredited training, position responsibilities, life experiences and/or formal means such as accredited training.

NB. The main benefit of RPL/RCC is that it reduces the study time required to achieve a qualification and students are formally recognised for the skills they already possess.

Students eligible for RPL/RCC are enrolled in relevant subjects and are required to produce evidence to support their competence. If sufficient evidence is gathered and the competence is formerly recognised, students are given a mark of RPL when their results are entered onto the system.

To grant RPL/RCC in a given unit, competence must be established in the correct context. If sufficient context is not established, it may be necessary for the student to undertake the unit in some form.

RPL & RCC Application Kit Process & Procedures

Where a student seeks **Recognition of Prior Learning (RPL)** or **Current Competency (RCC)**, a formal process of Application is required. This process requires the student to demonstrate their learning and competence by providing evidence against the elements and criteria specific to the unit(s) where recognition is sought.

Below is a guide for WPTA's to ensure that the correct process is followed for all such RPL/RCC Applications.

RPL & RCC Types

- **RPL/RCC** – where knowledge and skills acquired informally relate to a unit where recognition is sought

Credit Transfers

Recognition of formal training a student has undertaken at another training organisation is referred to as either a *Credit Transfer* or *Exemption*. A *Credit Transfer* and/or *Exemption* is where a student is given recognition for already completing a given unit or its equivalent with a recognised Training Provider. AVTES will recognize any AQF Qualification or Statement of Attainment issued by any recognised Registered Training Organisation (RTO).

As a general rule, the study must have been completed within the last 7 years. However, competency-based training requires that the student possess a current competency of within a 2-3 year period. If you are unsure whether a subject is a *Credit Transfer* and/or *Exemption* please liaise with the Directors.

Once approved, *Credit Transfers/Exemptions* are processed and appear on a student's **Confirmation Report** sheet with an outcome recorded as "CT". For a student to receive a *Credit Transfer/Exemption* they must have supporting evidence, ie. a copy of a result which illustrates successful attainment for the unit that they wish to claim as a credit. Past work experience in the relevant industry area **is not sufficient proof of competency**.

Below is a guide for WPTA's to ensure that the correct process is followed for all such Credit Transfer/Exemption Applications.

Credit Transfers

1. Discuss the units with the student where credit is sought during the Pre-Training Review
2. Collect copies of all results relevant including a code legend for same
3. Complete the **Standard Exemption Application Form** (green form)
4. Attach copies of the results to the **Standard Exemption Application Form** with the relevant units highlighted
5. Submit the **Standard Exemption Application Form** (including supporting documentation) in the Business Administrator's tray for processing
6. Where approved, units are granted as **Credit Transfers (CT's)**
7. Student **Confirmation Reports** are updated by Student Records to record approved CT's
8. The student is notified of the CT's granted

Cost: The cost in processing CT's is not born by the student but absorbed by AVTES in compliance with given 2007 AQTF Standards, ie. recognition of AQF qualifications.