

Recognition of Prior Learning (RPL)

Recognition of Prior learning (RPL) is the acknowledgement of skills and knowledge previously attained through your non formal and informal learning. Formal non accredited training, work experience and/or life experience can be considered as part of the RPL assessment. Recognition of Prior Learning may be applied for at the time of enrolment with ASTAR Training Institute Pty Ltd students will need to provide certified copies of qualifications or the original certificate(s) along with the RPL form provided by ASTAR Training Institute Pty Ltd to allow ASTAR Training Institute Pty Ltd to assess your eligibility for RPL. International students are advised of the RPL process at the time of application.

How to apply for RPL

Step 1 – Obtain Recognition of Prior Learning Form from Reception at ASTAR Training Institute Pty Ltd or email info@astartraining.edu.au

Step 2 – Discuss your RPL Application with the Training Coordinator if required

Step 3 – Submit your completed RPL Application to the Receptionist or email it to info@astartraining.edu.au who will pass it on to the Training Coordinator for review

What are the possible outcomes of an RPL Application?

- Application successful
- A reduction in the duration of the course
- Application suspended pending student providing further information/evidence
- Application rejected. The student may appeal and the application may be re-assessed. If required, a final decision will be made by the Training Manager in consultation with the student

All RPL's have a non-refundable payment of \$500 on enrolment. The student will have 6 months to complete the RPL kit for their course, the student has up till 30 days from enrolment to pay 50% of the remaining balance. The remaining 50% is due on submission of the RPL Kit.

Recognition of your existing skills & knowledge

In accordance with the requirements of the Standards for NVR Registered Training Organisations, ASTAR Training Institute provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.

This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

Recognition guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for recognition for units of competence or a qualification which are not included in ASTAR Training Institute scope of registration.
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competence.

Forms of evidence for recognition

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items, the candidate will start to provide a strong case for competence. ASTAR Training Institute reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

What is national recognition?

National recognition is the recognition of learning achieved through formal education and training. Under the Standards for NVR Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows a student to be awarded a unit of competency/module based on successful completion of the unit which has been previously awarded.

Evidence requirements

If you are seeking credit you are required to present, your statement of attainment or qualification for examination by ASTAR Training Institute. These documents will provide the detail of what units of competence the applicant has been previously issued. You must provide satisfactory evidence that the statement of attainment or qualification is yours and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework Implementation Handbook. You are required to submit copies only which are certified as a true copy of the original.

National recognition guidelines

The following guidelines are to be followed in relation to national recognition:

- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competence or qualification which are not included in ASTAR Training Institute scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition and ASTAR Training Institute does not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and applicants will be advised to seek recognition.