



RECOGNITION OF PRIOR LEARNING

The purpose of this policy and procedure at Barleys Traffic Management Training (TMT) is to establish guidelines for recognising qualifications and statements of attainment issued by other Registered Training Organisations (RTOs). This includes the Recognition of Prior Learning (RPL) process, which assesses the competency of an individual acquired through formal, non-formal, and informal learning, aligning with the requirements specified in the training package or VET accredited courses.

This policy and procedure applies to all learners enrolled in Barleys TMT programs seeking recognition of qualifications and statements of attainment obtained from other RTOs.

Given the specialised nature of traffic control and traffic management courses, there are occasions where it's deemed most beneficial and necessary for individuals to pursue a refresher program or complete the full course rather than opting for RPL. In instances where RPL is chosen as the preferred pathway, Barleys TMT conducts a thorough assessment of each candidate's unique circumstances, skills, experience, and knowledge. As part of the RPL process, students will be required to provide supporting documentation. This comprehensive collection of evidence will constitute your RPL portfolio, which will then undergo assessment by Barleys TMT.

Definitions

Formal Learning: Learning through a structured program of instruction leading to the attainment of an AQF or VQRA qualification or statement of attainment (e.g., certificate, diploma, or university degree).

Non-formal Learning: Learning through a structured program of instruction not leading to the attainment of an AQF or VQRA qualification or statement of attainment (e.g., in-house professional development programs).

Informal Learning: Learning resulting from experience in work-related, social, family, hobby, or leisure activities (e.g., interpersonal skills acquired through years as a sales representative).

Recognition of Prior Learning (RPL): An assessment process evaluating an individual's competencies acquired through formal, non-formal, and informal learning against the requirements specified in the training package or VET accredited courses.

Documentation for RPL

Learners may use a variety of documentation to apply for RPL, including but not limited to:

- Records of completed training
- Assessment items
- Assessment records
- Declarations from the student's employer
- Work history



- Copy of student records provided by ASQA or VQRA

Compliance with Standards

Under the VRQA VET Guidelines and the AQTF Essential Conditions and Standards, Barleys TMT is committed to offering RPL to individual learners unless the training package or licensing requirements prevent this.

Assessment Flexibility and Fairness

The RPL process at Barleys TMT ensures that learners have the opportunity to participate in flexible and fair assessments. Where units and assessments have been clustered, the RTO develops assessment tools with a mechanism to address all requirements of each unit of competency. This involves a mapping process to identify components of an assessment addressed through RPL and those still requiring completion. This approach ensures competency is thoroughly assessed while acknowledging prior learning.

Procedure for Recognition of Prior Learning

Learners considering recognition must first contact the Barleys TMT Management Team:

Phone number: (03) 9088 7592

Email: training@barleys.net.au

Learners discuss RPL with Barleys TMT Management Team, and if applicable, will then submit a formal application for RPL, including relevant documentation and 'QR0018 Recognition of Prior Learning Application Form'.

Barleys TMT assesses the application, considering the alignment of prior learning with the requirements of the training package.

A mapping process is employed to identify which components of an assessment have been addressed through RPL, and which tasks are still required for completion.

Learners are notified of the RPL outcomes via email, and where applicable, adjustments to the training program are made.

If Learners feel that the process used to assess their application for recognition was unfair, they can lodge a Formal Review Request within fourteen Calendar Days of receiving the result of their RPL application. See