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. Additionally, this process can be used to

Barleys TMT is committed to recognising prior qualifications and learning achievements from accredited RTOs to support learner progression, avoid redundancy, and foster efficiency in training. Through a formal recognition of statements of attainment, qualifications and prior learning process, Barleys TMT evaluates and authenticates relevant evidence of competencies aligned with Barleys TMT's training packages.

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 VRQA qualification or statement of attainment (e.g., certificate, diploma, or university degree).

Recognition of Qualifications: The formal process of validating and acknowledging qualifications or Statements of Attainment issued by other RTOs.

Statement of Attainment: Documentation issued by an RTO confirming the achievement of specific units of competency.

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.

Principles

Equitable Access: All students are entitled to apply for recognition of qualifications without discrimination.

Transparency: All processes and requirements will be clearly communicated to applicants.

Consistency and Fairness: Assessments of qualifications are conducted consistently to ensure fair and objective recognition.

Compliance: Recognition practices are aligned with National Vocational Education and Training (VET) regulator guidelines.

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 Qualifications

1. Learners considering recognition should first contact the Barleys TMT Management Team:
   Phone number: (03) 9088 7592
   Email: training@barleys.net.au

2. Learners discuss RPL with Barleys TMT Management Team, and if applicable, will then submit a formal application for RPL, including original or certified copies of their qualifications or Statements of Attainment and 'QR0018 Recognition of Prior Learning Application Form'.

3. Barleys TMT verifies that the qualifications or Statements of Attainment presented have matching competency codes relevant to the learner's intended program.

4. Barleys TMT evaluates the qualification for equivalency with TMT course requirements.

Document Title: Recognition of Prior Learning Policy and Procedure · · · · · · · · · · · Authorised by: J. Barley

Uncontrolled when printed · · · · Document #: QR0014 · · · · Version #:1.0 · · · · Issue Date: 28.12.2023 · · · · Revision Date: 28.10.2024

5. Upon verification:
   - The qualification or Statement of Attainment is recorded in the student's file and relevant database.
   - Learners are notified in writing of the outcome, including details of any remaining units required for full qualification.

6. 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.

Procedure for Recognition of Prior Non-formal/Informal Learning

1. Learners considering recognition should first contact the Barleys TMT Management Team:
   Phone number: (03) 9088 7592
   Email: training@barleys.net.au

2. 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'.

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

4. 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.

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

6. 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.

This document was revised by Jamie-Lee and Daniel Barley, currently the only staff at Barleys Traffic Management Training. This document will be shared with any future staff and clients.