

Policy and Procedure No. 8

National Recognition and Recognition of Prior Learning (RPL)

1. Policy Objective

The objective of the National Recognition and Recognition of Prior Learning (RPL) Policy and Procedure for St John Ambulance Western Australia Ltd (St John WA) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO accepts and provides credit to participants for units of competency and/or modules where these are evidenced by other RTOs or authenticated VET Transcripts, issued by the Registrar to meet the Standards for Registered Training Organisations 2015 and Training Package requirements.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 1.12
- ▶ Standard 3.5.

2. Policy

1. This Policy and Procedure version is effective as of June 2022.
2. For the purposes of this Policy and Procedure “St John RTO Stakeholders” refers to the First Aid Training Services Administration team, the Customer Experience team, the Marketing Programs team and other relevant departments in St John WA.
3. St John RTO Stakeholders will inform their staff of the requirements of this RTO Policy and Procedure.
4. St John RTO Stakeholders will adhere to this Policy and Procedure at all times.
5. St John RTO will accept and provide credit to participants for units of competency and/or modules where these are evidenced by other RTOs or authenticated VET transcripts issued by the Registrar for the training products that are on the St John RTO scope of registration only.
6. St John RTO will provide:
 - ▶ National Recognition/ Credit Transfer (CT)
 - ▶ Recognition of Prior Learning (RPL)
7. St John RTO will not provide RPL or CT for units of competency that are not on St John RTO’s scope of registration.
8. St John will provide RPL information to RPL candidates via the St John WA website or upon request.
9. St John RTO may include challenge testing as part of its RPL assessment
10. St John RTO will retain all records of CT or RPL and associated documentation
11. This Policy and Procedure to be read in conjunction with:
 - ▶ St John RTO Policy and Procedure No. 6 Course Delivery and Assessment

System

- ▶ St John RTO Policy and Procedure No. 10 Compliance with Standards for RTOs 2015
 - ▶ St John RTO Policy and Procedure No. 22 Records Management
- 12.** St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

3. Procedure

A – NATIONAL RECOGNITION (CREDIT TRANSFER) FOR INTERNAL AND EXTERNAL APPLICANTS			
1. National Recognition (Credit Transfer) and RPL Information Provided to Applicants			
STEP	WHO?	WHAT?	WHEN?
1.1	First Aid Quality	<p>Develops and maintains national recognition and RPL information and documentation in form of:</p> <ul style="list-style-type: none"> ▶ <i>National Recognition and RPL Info Guide For Applicants</i> ▶ <i>National Recognition and RPL Info Guide For Assessors</i> ▶ <i>Request for RPL kit and application form</i> 	When required
1.2	First Aid Quality	<p>Informs Marketing department of web page upload of:</p> <ul style="list-style-type: none"> ▶ <i>National Recognition and RPL information</i> ▶ <i>National Recognition and RPL Info Guide For Applicants</i> ▶ <i>Request for RPL kit and application form</i> 	5 business days
1.3	Customer Experience/ First Aid Team	<p>On request provides to applicants:</p> <ul style="list-style-type: none"> ▶ <i>National Recognition and RPL information</i> ▶ <i>National Recognition and RPL Info Guide For Applicants</i> ▶ <i>Request for RPL kit and application form</i> 	On request
1.4	Applicant	Requests national recognition and provides relevant documentation	When required
1.5	Customer Experience/ First Aid Team	<p>Recognises and accepts:</p> <ul style="list-style-type: none"> ▶ VET transcripts issued by the Registrar ▶ AQF Certification documentation issued by any other Registered Training Organisation ▶ Academic Records issued by any other Higher Education Authority ▶ AQF Certification issued by St John RTO No. 0392 	3 business days
1.6	Customer Experience/ First Aid Team	Enrolls the applicant onto LMS corresponding national recognition course and USI obtained and verified	2 business days
1.7	Customer Experience/ First Aid Team	Forwards national recognition request and all relevant information and documentation to Head of First Aid Quality	2 business days
1.8	Head of First Aid Quality	Assigns national recognition request to a Lead Assessor	2 business days

1.9	Lead Assessor	Formally authenticates: ▶ AQF Certification, VET Transcripts or Academic Records.	5 business days
1.10	Lead Assessor	Matches for authenticity and currency: ▶ Units of competency against supplied transcripts with reference to St John RTO Scope of Registration	5 business days
1.11	Lead Assessor	Uploads documentation and enters assessment outcomes into LMS	2 business days
1.12	Lead Assessor	Grants national recognition for equal units of competency (on St John RTO scope of registration)	1 business day
1.13	Customer Experience/ First Aid Team	Informs applicant of successful national recognition outcome	1 business day

B - RPL FOR EXTERNAL APPLICANTS			
1. RPL Information Provided to External Applicant			
STEP	WHO?	WHAT?	WHEN?
1.1	Customer Experience/ First Aid Team	On request provides to external applicant: <ul style="list-style-type: none"> ▶ Request for RPL kit and application form ▶ RPL information ▶ National Recognition and RPL Info Guide For Applicants 	On request
1.2		On receipt of RPL request from external applicant, forwards the details received to First Aid Quality	2 business days
1.3	Head of First Aid Quality	Meets with Customer Experience/ First Aid Team to discuss details of RPL application	5 business days
1.4		Appoints Lead Assessor for RPL application	2 business days
1.5		Meets with Lead Assessor to discuss parameters of RPL application: <ul style="list-style-type: none"> ▶ Scope ▶ Estimated process time ▶ Challenge testing – if required ▶ RPL fee 	3 business days
1.6	Lead Assessor	Provides information on RPL fee to applicant	1 business day
1.7	Lead Assessor	If applicant decides to proceed, arranges for invoice to be issued to applicant for payment	2 business days
2. Application Submitted and Fee Paid			
STEP	WHO?	WHAT?	WHEN?
2.1	Applicant	Submits RPL application and supporting evidence to Lead Assessor in writing	When required
2.2	Applicant	Pays RPL fee prior to RPL assessment	When required
2.3	Applicant	Provides RPL documentation to Lead Assessor: <ul style="list-style-type: none"> ▶ RPL application details ▶ RPL supporting evidence ▶ Evidence of RPL fee payment 	When required

2.4	Lead Assessor	<p>Recognises and accepts:</p> <ul style="list-style-type: none"> ▶ VET transcripts issued by the Registrar ▶ AQF Certification documentation issued by any other Registered Training Organisation ▶ Academic Records issued by any other Higher Education Authority <p>AQF Certification issued by St John RTO No. 0392</p>	3 business days
2.5	Lead Assessor	<p>Formally authenticates:</p> <ul style="list-style-type: none"> ▶ AQF Certification, VET Transcripts or Academic Records. 	5 business days
2.6	Lead Assessor	<p>Matches for authenticity and currency:</p> <ul style="list-style-type: none"> ▶ Units of competency against supplied transcripts with reference to St John RTO Scope of Registration 	5 business days
3. Applicant enrolled into RPL LMS Course			
3.1	Lead Assessor	Enrolls the applicant onto LMS RPL corresponding course and USI obtained and verified	1 business day
3.2	Lead Assessor	Informs applicant of next steps in RPL process	1 business day
4. Preparation for RPL Challenge Testing – If Required			
4.1	Lead Assessor	Informs applicant of challenge testing time	1 business day
4.2	Lead Assessor	Prepares for challenge testing and prints out assessment tools required to utilise in challenge testing	3 business days
5. Challenge Testing (Paper based only)			
5.1	Lead Assessor	Conducts challenge testing utilising paper based standard assessment tools	Challenge Testing
5.2	Lead Assessor	Fully completes assessment tools and informs RPL applicant of the RPL outcome and next steps in their learning journey	Challenge Testing
6. LMS Upload and Paper Processing			
6.1	Lead Assessor	Uploads documentation and enters assessment outcomes into LMS	5 business days
7. RPL Outcome Communicated to Applicant and First Aid Team			
7.1	Lead Assessor	Informs applicant and First Aid Team of successful RPL	2 business days

C - RPL FOR INTERNAL CANDIDATES

1. RPL Information Provided to Internal Applicant

STEP	WHO?	WHAT?	WHEN?
1.1	First Aid Quality	Develops and moderates RPL information for superseded units	When required
1.2	First Aid Team	Contacts Trainers and Assessors who are qualified in the superseded units and require RPL	When required
1.3	First Aid Team	Creates LMS RPL course and enrolls relevant Trainers and Assessors	2 business days
1.4	First Aid Team	Appoints an Assessor for RPL course and provides RPL documents for all Trainers and Assessors enrolled	2 business days
1.5	Assessor	Evaluates RPL evidence provided and signs off on RPL document if satisfactory and Trainer and Assessors deemed competent	5 business days
1.6	First Aid Team	Stores signed off RPL document under Trainer and Assessor's folder on First Aid Team's SharePoint	2 business days
1.7	Assessor	Marks relevant Trainers and Assessors' RPL as complete on relevant LMS RPL course	2 business days
1.8	First Aid Team	Notifies Trainer Accreditation Team on Trainer and Assessor(s)' successful RPL	2 business days
1.9	Trainer Accreditation Team	Saves a copy of RPL course certificate into the relevant Trainer and Assessor's folder on First Aid Quality G:Drive	2 business days
1.10	Trainer Accreditation Team	Updates Trainer and Assessor's scope of practice on LMS accordingly	2 business days

Policy Administration		
Directorate:		Responsible Manager:
Communications & Brand		Head of First Aid Quality
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	June 2023
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\04. RTO Compliance\2021\RTO Policies and Procedures	
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 25/6/2015 and 29/6/2015
3	Changes to Numbers in Documents Related Updated Spelling/Formatting and Included References to LMS	Following Review of Compliance Documentation Introduction of St John LMS
4	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> 1. New format 2. RPL process simplified 3. Section 5 reduced 4. Section 6 added 5. Effective as of 1.11.2017
4.1	Annual review	<ol style="list-style-type: none"> 1. Minor wording changes
5	Update	Reviewed and updated to reflect current processes