

I. FITTA Policies and Procedures

A. Recognition of Prior Learning Policy

1. Policy

RPL is available to applicants who have completed studies in allied areas or have relevant work or life experiences in the area of study. The RPL process involves matching the skills and knowledge acquired from formal learning and experience against the requirements of the course. If sufficient and accurate evidence is presented by the candidate then partial or full RPL may be granted. The student can also apply to have credit transferred from an old course of study towards a new course of study enrolled with FITTA.

2. Purpose

Give recognition to students of skills and knowledge in the field of study which the student may already be partially or fully competent in, therefore reducing the amount of formal study in regards to the skills and knowledge granted by RPL. To credit the student if they have completed the same units with another provider is the process of a credit transfer.

3. Scope

This policy applies to all students who have prior experience in their current field of study who request RPL. Or a student who has completed units which can be credit transferred to the new enrolled course.

4. Procedure

Students who have asked for the option to RPL their skills and knowledge will be asked to:

Fill the Recognition of course credit/RPL form, gather and attach evidence to support your skills/experience/knowledge in all of the units of competency that you are seeking RPL. To adequately support your application, please include as much information as possible.

To obtain RPL the evidence must show that your knowledge and skills are current. As a guide, applicants who have not completed any qualifications, professional development or relevant employment experience within the previous 4 years are very unlikely to be granted RPL. However, should the deficit areas be minor and can be addressed through gap training, the trainer and assessor are able to cater to your educational needs in pursuit of course credit.

Applications are downloadable at

www.fitta.com.au

Once completed please send to admin@fitta.com.au

Once your application is received it will be processed by a FITTA assessor. The assessor will contact you to schedule a personal interview to discuss your application. Please note RPL is not granted from parts of units, you must meet the requirements of the entire unit to be granted RPL.

If RPL is not granted and / or there are any units remaining to be completed, further study will be required to complete the qualification.

All costs associated with further study are calculated on a case by case basis after your initial application has been assessed. Further information on the gap costing process can be obtained by contacting administration at admin@fitta.com.au

Evidence

How a student can provide evidence to support an application for RPL are

- Current resume outlining relevant work experience and job roles
- Letters of reference from relevant employers that outlines in detail the daily job roles, responsibilities and achievements performed whilst in the position
- Copies of documents that you have created
- Copies of registration with study related organisation
- Copies of business plans, registrations, documentations that you have designed
- Testimonials from previous/current clients confirming work completed.
- Certificates from other unaccredited previous study
- Links to your website (if you have one)

5. Credit Transfer

If you have completed the same units within another course whether with FITTA or another provider you can apply for credit transfer,

How a student can provide evidence to support the application for Credit Transfer are

- Statements of Results/Attainment from other previous study (verified copies)
- Certificates from other previous study (verified copies)
- Academic transcript

6. Assessment of evidence

The assessor will determine competency by checking evidence supplied against FITTA workbooks and the relevant Unit of Competency as outlined by training.gov.au

Identified deficits will be discussed with the student during the personal interview. Once an assessment has been made, copies of all sited and relevant documents will be recorded in the student's file and notification of outcome provided to student in writing. Before any certification is granted, any evidence provided in initial RPL application must have dates of expiry rechecked by administration and compliance.

7. Applicable Regulations

Standard 3

8. Created By:

Luana Ross 12.07.2016

9. To be reviewed

12.01.2017 Completed

24.06.2018 Completed

24.12.2018

Appendix.1

Recognition of course credit/Recognition of prior learning form

Name:
Address:
Enrolled Course:

- RPL
- Credit Transfer

Unit of study applying for:

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Supporting documentation/evidence:

Student signature:	Date:
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Received by:	Date:
Interviewed by:	Date:

Assessment of application:

Outcome:	Date:
Notification:	Date:
Signature:	Date:

*the information provided is private and confidential and will be utilised in conjunction with the purpose of the enquiry and inform future practices. No information will be provided to third parties unless instructed to as per legal requirements for reporting purposes. Notification of the outcome is endeavoured to be completed within 4 weeks of receipt of the initial application.

