

Introduction

Participants undertaking training are able to apply to for

- ☞ Recognition of Prior Learning (RPL).
- ☞ Recognition of current competencies
- ☞ National Recognition

These exemptions will be granted when all the stated learning outcomes and performance criteria of the training courses have been shown to be met. This Information Kit is designed to guide applicants through the various steps that are involved in the process.

International students have additional considerations. International students are advised that where this recognition is issued prior to the issue of a Visa, then the period of your Visa will be reduced to compensate. Where Recognition is granted after the Visa has been issued, then STAA (Aust) are required to maintain full study load with supplementary materials and supervised study.

How can prior learning be recognised?

Every training course contains a set of learning outcomes and associated performance criteria that must be STAA (Aust) before a participant will be deemed competent in assessor training. In broad terms, the process involves matching what participants already know and can do with the learning outcomes of the module.

This recognition process enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

Who can apply

All training participants, learners and trainers, can apply if prior learning and experience mean you can provide evidence to show that you are already competent in the learning outcomes of the training course.

Training received but statement/qualification not awarded

If you have received documented training in a nationally recognized training package unit but have not been awarded a statement of attainment or qualification you may attempt the relevant assessment activities contained in the relevant unit of competency or qualification.

Where a learner wishes to apply for recognition of prior learning for any one aviation training package unit the learner must undertake the assessment tools applicable to that unit. Where a learner holds a statement of attainment for all the units in the training package the learner may apply for the qualification upon holding the CASA commercial pilot aeroplane licence.

For each training package unit there is a corresponding Unit of Competency that includes three assessment activities available for download from www.staa.com.sg.

Benefits of RPL/RCC/National recognition:

- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the candidates' current competence in comparison to the stated standards of competence required
- The process can clarify what relevant skills the participant does and does not possess so that the learning program can be tailored accordingly

How do you show evidence of competencies gained via prior learning?

There are many ways that you can show evidence of the competencies you hold. Exemption can only be granted on current evidence, that is, work that has been completed within the last two years.

Following are a few examples of the ways evidence can be provided. You will need to include a variety of these in your application form.

Education and training (RPL)

- Formal, accredited and informal training
- Copies of certificates, qualifications, etc from other courses, College or tertiary results
- Statements outlining courses and or study that you have undertaken and the learning outcomes/competencies from these
- Note that the courses on offer may have other units available: we have selected only the ones we wish to offer. It may be that some of your course will map to other units within the National Training Package. Talk this through with the Principal if you wish to have other units considered.

Work related experience (RCC)

- Positions held in the workforce
- Resume of work experience which may include reports from work colleagues
- Copies of any statements, references or articles about your employment or community involvement
- Relevant samples of work

Life experiences

- Industry involvement
- Relevant work or other experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

Please remember, the above are only examples. You should provide all the documentation that you can which clearly shows evidence of the competencies you hold.

Guidelines for credit transfer:

- Credit transfer is directly related to competencies gained
- Credit transfer procedures require documentation of competencies so that they can be matched with the outcomes of a training course
- It is recommended that credit transfer should only apply to modules of work that are up-to-date. Therefore modules of work completed more than two years previously should not be eligible for credit transfer.

Recognition of prior learning procedure

- If you consider that you have already acquired the learning outcomes of a training course that is offered by STAA (Aust), you may formally apply to have these skills recognised.

The Assessment can only be carried out through you providing evidence of the relevant competencies that you believe you hold. This is through completing the application form and forwarding this along with the required fee (See Fee Schedule for amount).

The following sequential process has been established as the procedure to be followed by an applicant who wishes to obtain credit of prior learning or current competencies.

Step 1 – request

1. Applicants who consider applying for recognition will contact STAA (Aust), who will provide this information package and advice to the applicant.

Step 2 – complete application and return it to STAA (Aust)

1. Applicants will utilise the information contained within this kit information to conduct a self-assessment against the selected training course learning outcomes.
2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.
3. Applicants will need to gather all relevant supporting documentation and complete the application form with honest, clear, complete and concise information.
4. The completed application form with certified copies of supporting documentation will then be forwarded to the Principal at STAA (Aust) who will assess the application.

Step 3 – assessment

On receipt of the application, the Principal will determine the completeness and relevance of the documentation. The applicant will be advised of:

- acceptance of the application; or
 - deficiencies that must be rectified or addressed before the application can proceed
1. The Principal will compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements. The Principal will check that the evidence submitted conforms to the principles of evidence:
 - Validity (is the evidence relevant?)
 - Sufficiency (is there enough evidence?)
 - Authenticity (is the evidence a true reflection of the candidate?)
 - Currency (is the evidence recent – obtained within 2 years?)
 2. In the event of partial completion of the learning outcomes, the Principal should outline which performance criteria still needs to be **STAA (Aust)**, and preferably what evidence is still required

Options may include:

- Supply further supporting documentation
 - Complete the assessment activity portfolio
 - Complete individual modules of the appropriate training course
3. The Managing Director will complete and report the decision for the applicant
 4. The Institute will keep records of all applications for seven years on the student file

Step 4 – notification

STAA (Aust) will notify the applicant of the decision and the reasons for the decision within 2 weeks of receiving the application.

The applicant is required to sign as indication of acceptance of RPL outcomes and return the signed document to STAA (Aust).

Step 5 – appeal

The applicant has the right to appeal the Principal's, if they believe the decision is unfair, unjust or if the Principal has misinterpreted the evidence.

In the case of an appeal, a new assessor will be assigned to review all material available and make a decision with one or two possible outcomes:

- grant recognition

- deny recognition

Once again, the review assessor will notify the applicant of the decision within two weeks of receiving the appeal.

The decision of the RPL review assessor will be final. If you are unhappy with the decision, you may contact the Industry Skills Council for an independent opinion.

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Appendix One: RPL Application Form

Section 1: Personal Details

Family Name _____ Given Name (s) _____

Address _____ Postcode _____

Telephone No. Day () _____ Evening () _____

Names of courses, modules or competency standards for which exemption is claimed: _____

(Attach photocopies of any certificates, statements or documents you have which will verify your claim.)

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Section 3: Education and Training

For example: An apprenticeship, trade certificate, certificate, primary/secondary College results, and diploma. Please provide details of any individual subjects and short courses which you believe are relevant.

Institution	Name of Course/Module	Completed		Date Conferred
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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Section 4: Life Experiences

List any other interests and/or experiences that have helped you to gain the skills and knowledge you claim relate to the benchmarks. Draw on personal interests, hobbies, community involvement and home life if you choose. For example: Involvement in community groups, committees, sporting groups, clubs and College associations

Interests, community involvement, hobbies, life skills, etc.	Relevant skills and knowledge gained	Evidence

I hereby apply for Recognition of Prior Learning as indicated above. I certify that the information provided is true and correct, and that the Awards/Certificates/Statements referred to above have actually been awarded or that the subjects for which exemption/s is/are claimed have actually been satisfactorily completed

Applicant Signature:

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Date:

Principal Name and Signature:

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Date:

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Please complete this form and return it to STAA (Aust).

1. Did STAA (Aust) provide you with adequate information on the recognition of prior learning process?

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2. Did STAA (Aust) provide you with the support that you required for the completion of your recognition of prior learning portfolio?

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3. How much time did it take for you to prepare your recognition of prior learning portfolio?

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4. How many units did you apply for and for how many were you successful?

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5 What was the time taken between lodging your recognition of prior portfolio and being informed of the decision by STAA (Aust) and did you think this was reasonable?

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6 How helpful was the assistance provided by STAA (Aust) about the development of a learning plan?

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Any other comments on the recognition of prior learning process (please include positive and negative comments, which may help us improve the entire recognition of prior learning process.)

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