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# Recognition of Prior Learning and Credit Transfer Policy

## 1. Introduction

In this policy, “us” “we” or “our” means Aspen Medical Training Academy.

An opportunity exists for all participants undertaking training with the Aspen Medical Registered Training Organisation (RTO) to apply for Recognition of Prior Learning (RPL) based on skills and knowledge gained previously. RPL will be granted when sufficient valid, current, and authentic evidence is presented to support the participant's attainment of relevant competencies against the required standards.

The following information is intended to guide the participant through the stages of the Aspen Medical RPL process.

## 2. What is Recognition of Prior Learning?

RPL is an assessment process that involves assessing a participant's relevant prior knowledge and skills against the required learning outcomes, learning competencies or standards of a subject, unit module, course or qualification, to determine credit outcomes of an individual application for credit.

Where recognition is granted via the RPL process, the participant is given full equivalent status, equal to those who have completed the program through attendance, assessment, and a competent achievement.

The process of recognising prior learning is about:

- Identifying and Matching the participant's skills, knowledge and experience specific to precise standards and the associated assessment criteria of a qualification
- Assessing the participant against those standards, and
- Crediting the participant for skills, knowledge and experience built up through formal and informal learning from the past

Credit Transfer (CT) is available for units that have been completed at another RTO.

## 3. How can Prior Learning be Recognised?

Aspen Medical RTO will recognise formal qualifications from other Australian TAFEs, Universities, Schools or RTOs. If your qualification is from overseas, we will carefully consider them through the recognition process. Your documents and qualifications will need to be certified and must be in English or translated into English.

The process of RPL involves matching a participant's demonstrated knowledge and elements of the performance criteria of the unit of competency. RPL enables participants to focus on developing new skills rather than relearning what they already know.

## 4. Benefits of Recognition of Prior Learning

### 4.1 To the Employer

RPL allows the employer to enhance their ability to address the need for a skilled and knowledgeable workforce by formally recognising employees existing knowledge and skills.

### 4.2 To the Participant

RPL allows the participant to:

- Build on existing knowledge and skills
- Focus on developing new skills and knowledge
- Reduce costs and time associated with gaining qualifications
- Support the participant to transfer and progress between qualifications

## 5. Recognition of Prior Learning Process

### 5.1 Provide Information

Information regarding the opportunity to apply for RPL is available to participants through the RTO Participant Handbook, via the enrolment process and on our website. The Aspen Medical RPL Policy supports the RPL process.

If a participant believes they may be eligible for RPL or Credit Transfer, they should contact Aspen Medical Training Academy via [training@apenmedical.com](mailto:training@apenmedical.com) for further information.

The participant must complete the Participant Self-Assessment Tool (Appendix A). Once the participant has completed a self-assessment and believes they meet the criteria, they should then submit an application form (Appendix B).

### 5.2 Commence Enrolment Process

When the participant applies for RPL, they are required to submit an enrolment form available online. An assessor will contact the participant to discuss the evidence required. This support is always available to the participant throughout the RPL process.

### 5.3 Where can I apply for RPL?

You can apply for RPL at any stage throughout your training, although it is highly recommended to apply during the enrolment process or as soon as possible thereafter. You should continue to attend training until you the outcome of your application has been determined.

## 5.4 Evidence Process

Evidence is information which supports your RPL application.

The evidence you provide of your experience and skills is required to match the specified unit's learning outcomes (s) of training competency.

All applications for RPL are governed by the principles and outcomes directly related to the participant's ability to provide evidence, which is:

- Valid – related to the qualification in question
- Authentic – able to be verified as the applicant's own work
- Sufficient – evidence to cover all components of the qualification or part of the qualification for which RPL is sought
- Current – relates to current practice and legislation
- Supported by the consistent achievement of the specified standard

It is the absolute responsibility of the participant to provide relevant evidence to support their claim for RPL.

As part of the application, all documents submitted for assessment must be certified as true copies of the original. The submitted documents will be stored for the legislated period.

Evidence older than three years will be required to be supported by evidence of a recent application in the workplace to ensure currency of practice and relevance to current practice.

## 5.5 Types of Evidence

In addition to reviewing your evidence, the recognition assessor may check your current knowledge by oral, written and/or skills testing.

| Types of Evidence                          | Direct Evidence   | Indirect Evidence   |
|--|---|---|
| <b>Certificates and written records</b>    | <ul style="list-style-type: none"> <li>• Certificates</li> <li>• Diplomas</li> <li>• Degrees</li> <li>• Statements of results</li> <li>• Courses completed at work</li> </ul> | <ul style="list-style-type: none"> <li>• HR Records</li> <li>• Job descriptions</li> </ul>                                |
| <b>Work samples and supporting letters</b> | <ul style="list-style-type: none"> <li>• Reports</li> <li>• Written material</li> <li>• Projects</li> </ul>   | <ul style="list-style-type: none"> <li>• from employers</li> <li>• from colleagues</li> <li>• community groups</li> </ul> |

|   |   |  |
|---|---|--|
| <p><b>Records of workplace activities/resume &amp; work history</b></p> | <ul style="list-style-type: none"> <li>• Reports</li> <li>• Completed worksheets</li> <li>• Professional Development Records</li> </ul> | <ul style="list-style-type: none"> <li>• Contains a list of work history, key responsibilities, achievements and qualifications</li> </ul> |
| <p><b>Skills test/referees</b></p>                                      | <ul style="list-style-type: none"> <li>• Documentary evidence of previous</li> <li>• Sit new test</li> </ul>                            | <ul style="list-style-type: none"> <li>• The assessor may contact you to verify your evidence</li> </ul>                                   |

## 5.6 Decision-making Process

Aspen Medical Training Academy will process an RPL application in a timely manner. The assessor will make an assessment decision within 30 business days of the application and supporting evidence being received.

If a participant is unsuccessful, the applicant will be advised of any application gaps, and an action plan will be recommended. A timeframe for resubmission will be provided. Applicants will have one opportunity for resubmission.

## 5.7 Appeals Process

All applicants have the right to appeal their RPL application's outcome.

- As a first step, participants should try to resolve the matter informally with Aspen Medical Training Academy by contacting [training@aspenmedical.com](mailto:training@aspenmedical.com) to discuss their concerns.

Where the outcome remains unresolved:

- The participant should submit a written request for appeal to the Aspen Medical Training Academy Manager no later than 15 business days from the notification of the application's outcome

## 6. Fees

A \$150 processing fee will be charged for each 'Unit of Competency' RPL application.

The participant will be notified of any further costs during the initial conversation regarding RPL to enable them to plan their intended approach to study.

## 7. Record Keeping and Privacy

The details of your application, supporting evidence, and your application's outcome will be recorded and stored on our Learning Management System (LMS). All information about your application will remain confidential and in accordance with the Privacy Act 1988 and the Standards for Registered Training Organisations (RTOs) 2015.

## Appendix A – Self Assessment

Download the Unit of Competency you are seeking for RPL: [www.training.gov.au](http://www.training.gov.au)

For example, if you wish to apply for RPL for HLTAID001 (Provide CPR), enter HLTAID001 training.gov.au in your browser. Scroll down and consider the elements and performance criteria, performance evidence and knowledge evidence as below:

| ELEMENT  | PERFORMANCE CRITERIA  |
|--|---|
| <b>Elements define the essential outcomes.</b> | Performance criteria specify the level of performance needed to demonstrate achievement of the element.       |
| <b>1. Respond to an emergency situation</b>    | 1.1 Recognise an emergency situation  |
|  | 1.2 Identify, assess and minimise immediate hazards to the health and safety of self and others               |
|  | 1.3 Assess the casualty and recognise the need for CPR  |
|  | 1.4 Seek assistance from emergency response services  |
| <b>2. Perform CPR procedures</b>               | 2.1 Perform cardiopulmonary resuscitation in accordance with ARC guidelines                                   |
|  | 2.2 Display respectful behaviour towards a casualty   |
|  | 2.3 Operate automated external defibrillator (AED) according to the manufacturer's instructions               |
| <b>3. Communicate details of the incident</b>  | 3.1 Accurately convey incident details to emergency response services   |
|  | 3.2 Report details of the incident to workplace supervisor as appropriate                                     |
|  | 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies |

### Performance evidence

The participant must provide evidence of their ability to complete tasks outlined in the elements and performance criteria of this unit and manage tasks and contingencies in the context of the job role.

Evidence must be provided, demonstrating that the participant has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:
  - performed at least two minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (five cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performed at least two minutes of uninterrupted single rescuer CPR (five cycles, both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
  - responded appropriately in the event of regurgitation or vomiting
  - managed the unconscious breathing casualty
  - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
  - followed the prompts of an automated external defibrillator (AED)
- Responded to at least one simulated first aid scenario contextualised to the participant's workplace/community setting, including:
  - demonstrated safe manual handling techniques
  - provided an accurate verbal or written report of the incident.

### Knowledge Evidence

The participant must be able to demonstrate the essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
  - ARC Guidelines relevant to the provision of CPR
  - safe work practices to minimise risks and potential hazards
  - infection control principles and procedures, including the use of standard precautions
  - requirements for the currency of skill and knowledge
- Legal, workplace and community considerations, including:
  - awareness of potential need for stress-management techniques and available support following an emergency situation
  - duty of care requirements
  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- Considerations when providing CPR, including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival

- standard precautions
- Basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest
  - response/consciousness
  - upper airway and effect of positional change

### **Assessment Conditions**

Skills must be demonstrated working individually in an environment that provides realistic, in-depth, industry-validated scenarios and simulations to assess participants' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- AED training device
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

## Appendix B – Self Assessment Evidence

### Self-assessment evidence for this Unit of Competency

|                              |  |
|------------------------------|--|
| <b>HLTAID001 Provide CPR</b> | <p>Do you have the following:</p> <ul style="list-style-type: none"><li>• Evidence of applicant's involvement in using CPR in their workplace AND/OR</li><li>• Higher education demonstrating knowledge principles and application of CPR AND/OR</li><li>• Written references from a current or previous employer(s) AND/OR</li><li>• Nursing, paramedical, or medical qualifications AND/OR</li><li>• Third-party verification that the participant has obtained correctly interpreted and used anatomical and physiological client information to check the physical health status of at least three different people presenting with different conditions</li></ul> |
|------------------------------|--|

If you believe your self-assessment has met the requirements, you can submit an application form with your evidence to support your application. Alternatively, you can discuss your application in confidence with the Enrolment Officer.



## RPL Process Flowchart

