

Recognition of Prior Learning Policy and Procedures

1. Policy Objectives

The objective of this policy is to ensure that the skills and knowledge of a person eligible to receive a qualification as a result of previous training, work or life experiences are recognised.

2. Responsibility

The departmental coordinators are responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

Name of Policy	Recognition of Prior Learning Policy and Procedure
Version	5.3
Comply with	Clauses 1.8 & 1.12, 5.1 & 5.3 of RTO Standards 2015
Date created	June 2008
Date last revised	June 2016
Scope	RPL seeking applicants; marketing, student service and academic team
Department responsible	Learning and Development
Responsible person to monitor and interpret	Learning and Development Manager

3. Definitions

AQF: Australian Qualifications Framework

RPL: Formal acknowledgement of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience. It is essentially an assessment pathway in the VET system.

VET: Vocational Education and Training.

Policy

- 1.1 RPL processes will be structured to minimise the cost and time to applicants while retaining the integrity the requirements of training package or curriculum documents.
- 1.2 The Institute will ensure that any RPL applicant is provided with:
 - Information about the competencies and performance criteria relevant to their RPL application.
 - Adequate information and support to enable them to gather reliable evidence of competency.
 - Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application.
- 1.3 Competencies for which RPL is being requested may have been developed through formal education and training, work experience, or through life experiences.

- 1.4 A written statement from an appropriate supervisory person is required to confirm ownership of any work submitted.
- 1.5 It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim may be drawn from the past. The assessor will judge whether the evidence produced demonstrates current knowledge, skills and attitudes, or whether the student must sit a test to prove his/her competency.
- 1.6 Students eligible for credit transfer will not be required to undertake the RPL process.

Procedure

- 1.7 RPL applications are made using the student RPL Application Form.
- 1.8 The Institute will provide RPL applicant's access to details of the relevant units prior to the RPL application being completed.
- 1.9 The Institute will give applicants advice on completing the student RPL Application Form and gathering reliable evidence.
- 1.10 The student RPL Application Form should be completed and forwarded to the student administration manager, together with an application fee.
- 1.11 A copy of the student RPL Application Form and all verified supporting documentation is placed on the student file.
- 1.12 The student RPL Application Form will then be forwarded to the departmental coordinator for allocation to a qualified assessor.
- 1.13 A qualified assessor will assess the completed student RPL application, sign the form indicating the assessment outcome and advise the departmental coordinator of the outcome. Students will be advised promptly of the decision. Further information or an interview with the student may be required before evaluation of the application is completed.
- 1.14 The completed student RPL record will be signed by the student and the assessor.
- 1.15 Granting of RPL must be recorded as a unit outcome in the student's file.
- 1.16 Students may use the Institute's appeal procedures if dissatisfied with the RPL application's outcome.
- 1.17 After RPL is granted, a student's course schedule must be reviewed and any reductions in scheduled attendance, and the reasons for the reduction, will be recorded and placed in the student's file.
- 1.18 If the applicant is required to undertake classes on campus for those units for which RPL was not granted, where possible a full-time load for the student should be maintained by adjusting the student's course schedule and duration for completion of the course.
- 1.19 For international students, any reduction in course duration as a result of RPL granted must be indicated on the Confirmation of Enrolment (CoE) if granted prior to the issue of a visa or on PRISMS if granted after the issue of a visa.
- 1.20 RPL application documentation, assessment processes and outcomes are to be placed in the student's file.

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1.21 There will be no reduction in student tuition fees as a result of RPL.

Revision History

Revision	Date	Description of modifications
1	June 2008	Original
2	June 2009	No changes made
3	January 2010	Minor formatting
4	December 2011	Annual Review
4.1	May 2012	Domain change
5	December 2012	Overall editing and update
5.1	July 2013	Editing and formatting
5.2	October 2013	Section names changes
5.3	June 2016	Minor editing