Recognition of Prior Learning Policy

1.0 Purpose

1.1 This procedure explains the process of applying for and granting Recognition of Prior Learning (RPL). and the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

2.0 Definitions

2.1 Recognition of Prior Learning means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

a. formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)
b. non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business), and
c. informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

3.0 Responsibility

3.1 The RTO Coordinator is 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.

4.0 Requirements

4.1 RPL must be applied for within 14 working days of course commencement, however the college would prefer the application to be completed prior to the enrolment of a course.

4.2 Recognition of Prior Learning must be structured to minimize the cost and time to applicants whilst retaining the integrity required by ASQA to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents.

4.3 The provider must ensure that any applicant for Recognition of Prior Learning is provided with

- Information about the competencies and performance criteria relevant to their Recognition of Prior Learning 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

4.4 Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.

4.5 A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.

4.6 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 for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes

4.7 Students who are eligible for credit transfer are required to undertake a RPL process.

5.0 Method

Prior to commencement a review of each student's previous education, training and work experience will be conducted in order to determine if there is a need to recognise existing competencies through recognition of prior learning and / or mutual recognition.

5.1 RPL applications are made using the enrolment form found in the contents of the relevant RPL kit

5.2 The candidate may request guidance on completing the student RPL application form (including self – assessment) and how to gather reliable evidence.

5.3 Ideally the units applied for and the evidence will have been discussed prior to submission.

5.4 A copy of the RPL application form and all verified supporting documentation is placed into the student's file.

5.5 An appropriate Letter of offer, Letter of acceptance, student agreement and CoE (where applicable for international students) will be issued and a reduction of the qualification duration may be granted as a result of RPL.

5.6 The Training and Compliance Manager/RTO Coordinator should allocate a suitably qualified and experienced assessor to conduct the assessment.

6.0 Gathering of evidence and making a judgement

6.1 The candidate will prepare a portfolio of documentary evidence; the candidate will be required to submit all their documentary evidence with the RPL application. The assessor will review the information provided and begin to match up skills to the units in the qualification. An assessor will organised an initial interview with the candidate. This interview will help the assessor to confirm the authenticity and validity of the evidence, where required the assessor may clarify the documentary evidence submitted. The assessor will document the mapping of the documentary evidence in the evidence matrix and any clarifications obtained during the interview.

6.2 The interview will include:

- Identifying the relevant documentary evidence for each unit that will contribute to the RPL application such as resumes, position descriptions and references.
- In addition, oral questioning to gather further evidence of skills and knowledge for each unit.

6.3 At this stage, the Assessor will be able to identify if further evidence is required. The following supplementary evidence gathering strategies may apply to support the RPL application:

- Practical task observation
- Conversation

6.4 The assessor may request for supporting documentation to support the RPL application such as:

- Third party report

6.5 The assessor may recommend gap training for student.

6.6 If gap training is agreed on, the candidate will follow the Wattle College enrolment process for the relevant unit(s) of competency.

7.0 Documenting the assessment decision

7.1 Wattle College is required to ensure that all RPL assessment undertaken is completed and recorded appropriately.

7.2 The following is to occur when assessing a RPL application:

- Assessors will consider that the documentary evidence meet the following criteria:
  - Is relevant
  - The nature of evidence provided by the candidate
  - The scope of subject matter covered by the evidence
  - Whether the evidence is sufficient to enable a judgement of competence to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units.
  - Determine if the evidence is reliable

- All original documentary evidence such as certificates, workplace reports, etc., should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.
- The Assessment summary sheet is to document the evidence that is linked to the Unit of Competency, and also list the outcome (Competent/ Not Yet Competent)
- The outcome of the RPL is to be data entered on the student management system.

7.3 The completed RPL record must be signed by the student and the assessor.

7.4 The evidence collected in the completed RPL kit will be validated and reviewed randomly against by a second assessor to ensure appropriateness.

7.5 Candidate will be advised promptly of the decision where RPL is “Granted” in writing within 10 working days of completion of the assessment.

7.6 Where RPL is “Not Granted” candidates will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the participant is to include a reason for refusal (where applicable). Complaint and appeal procedure would apply.

8.0 Method - Conclusion

8.1 RPL application documentation, assessment processes, completed RPL kit (only applies to RPL) and outcomes must be placed in the student/candidate file.

8.2 Granting of RPL must be recorded as a unit outcome in the student/candidate's file.

8.3 The Student Management System (SMS) must be updated with RPL or competent for each of the units for which RPL have been granted.

8.4 After Credit(s) are granted, a candidate/student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction must be recorded and placed on the student's file.

8.5 If a student/candidate is granted one or more credits then the fees will be subjected to adjustment and student/candidate will be notified accordingly in the Letter of offer.

9.0 Complaints and Appeals

9.1 If the result is "NOT Granted". The candidate must also be informed of their right to appeal using the method outlined in complaints and Appeals**.** This policy and procedure can be downloaded from the college website and or found on at reception.

9.2 Wattle College must notify the student of the outcome of the appeal process and get their acknowledgement. This is to be filed on the student/candidate file.

Appendix 1.1

Overview of RPL assessment process

Appendix 1.1
RPL Assessment Overview

