

Recognition of Prior Learning (RPL) Procedure

Procedures number	RTOPR25	Version	1.1
Drafted by	Sally Wynd	Approved by Board on	28/3/2018
Responsible person	Service Manager	Scheduled review date	28/3/2019

Purpose

This procedure describes the process for managing Recognition of Prior Learning (RPL) applications and will ensure compliance with the Educational Pathways Policy and the Australian Qualifications Framework (AQF).

Scope

This procedure applies to all students who are enrolled in a course and are seeking recognition for skills and knowledge they have previously gained through experience, or through formal or non-formal studies where there are no formal qualifications as proof of learning.

Procedure

Responsibilities

The Service Manager is responsible to:

- Ensure that the Policy is implemented and applied consistently across all areas of the organisation;
- Ensure that this Policy is reviewed at least every 12 months.

Requirements

Any staff member providing information to prospective students must include Recognition of Prior Learning (RPL) information in all marketing materials.

All staff involved with this procedure must be aware of the difference between Credit Transfer and Recognition of Prior Learning (RPL).

All evidence supplied with the RPL application must be stored in the student's file.

Application

Applying for RPL is described in the RPL Application Kits. Students are to complete the form and submit this to the Service Manager. This may incur fees.

Students are to make RPL applications immediately after enrolling and prior to the commencement of the semester in order to allow 20 business days for application turnaround. This is outlined in the Education Pathways Policy.

This process is individualised to reflect specific student needs/experiences. The student must supply appropriate documentation as outlined in the RPL Application Kit.

If evidence is supplied by a student in a different name, they must supply certified evidence of the path between one name and the other. Where evidence is in a language other than English, the applicant must provide a translation from an accredited translator.

On completion of the application process, all students will be given an assessor's report outlining the advanced standing granted. Students are required to sign this report as acceptance and the report is kept on the student's academic record.

RPL Fee

Fees for RPL are charged at 50% of the full unit of competency fee and can be applied to VET-FEE Help. The RPL application kit will not be assessed until the appropriate fees have been paid.

Notification

The Service Manager will inform students of receipt of the RPL application and the outcome of their application; giving detailed reasons if the application has been denied.

Internal Record Keeping

All evidence relating to the application for RPL and the decisions made must be kept on the student file.

Assessment Procedure

Application evaluation is to be undertaken in a timely manner as to meet the required 20 day turnaround for applications. On completion the assessor is to document the outcome, get the student to sign it and place it on the student record. All RPL assessments will be signed off by the Service Manager or Coordinator and the student.

Assessor requirements

Assessors must have expertise in RPL, the particular field of study and the Educational Pathways Policy, procedures and internal guidelines, to undertake the task.

When assessing RPL, assessment methods should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These may include:

- Consideration of all applicable documentary evidence provided which may include:
 - Third party reports;
 - Articles;
 - Project material;
 - Papers;
 - Testimonials;
 - Other products prepared by the applicant;

- Questioning (oral or written);
- Observation of performance in work based and/or simulated environments;
- Participation in structured skills and knowledge assessment activities the individual would normally be required to undertake if they were studying the qualification units of study.

When assessing RPL applications the assessor must, evaluate the evidence giving consideration to:

- **Authenticity** – the assessor needs to be satisfied that the evidence gathered is the candidate’s own work.
- **Validity** – Ensure that the evidence relates clearly and directly to the elements within the unit of competency or subject.
- **Quality** – the material needs to be assessed for credibility. Some material may not demonstrate quality as much as other material and may require extra support.
- **Sufficiency** – There are four types of evidence that may be collected:
 - Direct evidence – questions undertaken with an Eagles RAPS Inc. assessor, or observations in the workplace by our assessor;
 - Indirect evidence – statements by the applicant’s employer regarding work performance; samples of work; performance appraisals;
 - Personal statements – details outlining the functions the applicant undertakes and work activities;
 - Supplementary evidence – any further information the applicant may provide.
- **Currency** – relates to the age of collected evidence which cannot be older than three years.
- **Relevance** – the material is applicable to the unit of competency, unit of study or qualification being sought.

Appeals

Appeals against RPL assessments may be made in accordance with the Grievance Policy.

Related Documents

- Educational Pathways Policy
- Complaints Policy
- Student RPL Application Kit

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer 
 DATE: 27 March 2018

Revision History

Revision	Date	Description of Modifications
1	21/6/22	Changed Education Programs Manager to Coordinator; changed Grievance to Complaints
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