

# Recognition of Prior Learning (RPL) Policy and Procedures

## Policy

1. This policy supports the Standards for Registered Training Organisations (RTOs) 2015 – Standard 1 and Standard 12 of the ESOS National Code 2007.
2. The College appropriately recognises course credit within the ESOS framework.
3. For the purposes of the National Code 2007, course credit is defined as follows:  
'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.'
4. The College will grant course credit to students with suitable prior learning or experience. Course Credits can be gained by a student through RPL (see Recognition of Prior Learning Policy and Procedure) or through Credit Transfer.
5. Where the College grants course credit, the College will:
  - a. have documented procedures for the granting and recording of course credit; and
  - b. provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.
6. Course credit may reduce the length of a student's course. For international students, if this occurs before visa grant, the College will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.
7. Recognition of Prior Learning (RPL) is the formal acknowledgement of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience. It is a pathway form of assessment of a learners competence in the VET system.
8. Recognition of Prior Learning (RPL) is an assessment process which determines the credit outcomes of an individual application. The availability of Recognition of Prior Learning (RPL) provides all potential learners with access to credit opportunities.
9. In a Recognition of Prior Learning (RPL) pathway, the applicant provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the applicant and verified by the assessor. Where the outcomes of this process indicate that the applicant is competent, structured training is not required.
10. Applicants are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any classroom opportunities offered should they be unsuccessful in the RPL process.
11. Applications for RPL are assessed using a student RPL Application Kit that is available from Student Services.
12. The College supports students who request RPL.
13. This policy applies to the College's students and staff.

14. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff are aware of its application and implement its requirements.

## Procedures

### Requirements

1. The Recognition of Prior Learning (RPL) process is structured to minimise the cost and time to applicants whilst retaining the integrity required by the Standards for Registered Training Organisations (RTOs) 2015 to recognise competencies in accordance with the requirements of Training Packages or Curriculum documents.
2. The College ensures that any applicant for RPL is provided with the following:
  - 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
3. 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. A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted with a students' RPL application kit.
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 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 and assessment of a learners competence.
6. Students who are eligible for credit transfer must not be required to undertake an RPL process. Refer to the Colleges Credit Transfer Policy and Procedure

### Method

1. RPL applications are made using a student RPL Application Kit that is available from Student Services.
2. The student RPL Application Kit should be completed and forwarded to the Student Services together with the required fee.
3. A copy of the student RPL Application Kit and all verified supporting documentation is placed on the student file.
4. The College will provide RPL applicant's access to the relevant Units or Modules prior to the RPL application being completed.

5. The College will give applicants advice on completing the student RPL Application Kit and gathering reliable evidence. Evidence that can be used to support the RPL application can include:
  - A detailed resume
  - Letters from employers
  - An interview with the Assessor
  - Work skills or knowledge
  - Paid or unpaid work experience
  - Life experience
  - Community work experienceApplicants must provide additional evidence if requested by the assessor.
6. Upon receipt of the RPL Application Kit, a qualified College assessor will assess the RPL application, sign the form indicating the assessment outcome and advise the Director of Studies of the outcome. Students will be advised promptly of the decision in writing by the Director of Studies . Further information or an interview with the student may be required before evaluation of the application is completed.
7. The assessor will assess the evidence submitted in relation to: validity, sufficiency, authenticity and currency.
8. The completed student RPL record must be signed by the student and the assessor
9. RPL application documentation, assessment processes and outcomes are placed in the student file.
10. The Director of Studies will inform the Enrolment Officer regarding the outcome of the RPL Application.
11. Granting of RPL must be recorded as a unit outcome in the student's file and student management system (Wisenet).
12. Students may use the College Complaints and Appeal Policy and Procedures if they are dissatisfied with the outcome of their RPL application.
13. After RPL is granted, a student's course schedule and training plan must be reviewed and any reductions in the scheduled participation and the reasons for the reduction recorded and placed on the student's file.
14. For international students, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
15. After RPL is granted a student's course schedule must be reviewed and modified to ensure a full time load and details of this placed in the student's administration file. If the RPL outcome leads to a shortening of the student's course:
  - a. if the course credit is granted before the student visa grant, the Enrolment Officer will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
  - b. if the course credit is granted will affect the duration of the course, the Enrolment Officer will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.

- c. if the course credit granted will not affect the duration of the course, the Enrolment Officer will record the course credit in the student's file but does not need to take any other action.
  - d. if the course credit granted will affect the duration of the course, the Enrolment Officer will record a change of course duration on PRISMS. To do this, the Enrolment Officer uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The Enrolment Officer then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
16. For international students, there will be no reduction in student tuition fees for subject exemption as a result of an RPL application being approved.