

**Step 123 Policies and Procedures Procedures &
Policies Manual****Recognition of prior learning****1.0 Purpose**

- 1.1 This procedure explains the process of applying for and granting Recognition of Prior Learning (RPL).

2.0 Responsibility

- 2.1 The Compliance Officer 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.

3.0 Requirements

- 3.1 Recognition of Prior Learning (RPL) must be structured to minimize the cost and time to applicants whilst retaining the integrity required by the VET Quality Framework to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents, the Principles of Assessment and the Rules of Evidence.
- 3.2 The RTO must ensure that any applicant RPL is provided with:
- Information about the units 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.
- 3.3 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.
- 3.4 Qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised in the RPL process.
- 3.5 A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.
- 3.6 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 RPL may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current competency in accordance with the Principles of Assessment and the Rules of Evidence.
- 3.7 Students who are eligible for Credit Transfer under the National Recognition Requirements must not be required to undertake a RPL process. Refer to the National Recognition procedure for Credit Transfer requirements.

4.0 Definitions

- 4.1 Recognition of Prior Learning 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 essentially an assessment only pathway in the VET system.
- 4.2 In this procedure the term "unit" encompasses Units of Competency from a Training Package and Modules from an accredited course.

5.0 Method

- 5.1 The RTO Assessment Policy and National Recognition Policy is to be followed when undertaking RPL assessments
- 5.2 RPL applications are made using the student RPL application form to collect general information about the applicant's background.
- 5.3 Prior to the RPL application being completed and accepted, the RTO will provide the RPL applicant with access to the relevant units via training.gov.au by either assisting them to access the information on this web site or printing unit of competency details for each unit being considered for RPL.
- 5.4 Prior to the RPL application being completed and accepted, the RTO will meet with the RPL applicant to:

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- Explain the RPL process to the applicant;
 - Review the units the applicant is considering applying for;
 - Review the evidence the applicant has to support the RPL application; and
 - Provide advice to the applicant on how to collect and present evidence to support their application.
 - Familiarise the applicant with the RPL Assessment Toolkit
- 5.5 The student RPL application form should be completed and forwarded to the Coordinator along with the RPL application fee.
- 5.6 A copy of the student RPL application form and all verified supporting documentation will be placed on the student file.
- 5.7 The RTO will review the RPL application and advise the RPL applicant which units the RTO considers RPL is applicable to and the reason why.
- 5.8 After receiving advice from the RTO the RPL applicant will be given an opportunity to amend their RPL application if they so choose.
- 5.9 Whatever the RTO view, it is entirely the applicant's decision as to which units they will submit an RPL application for.
- 5.10 Once the RPL application is finalised by the student the RPL fee paid is not refundable.
- 5.11 Once the RPL application has been reviewed and finalised the RTO will appoint qualified assessors to:
- Arrange the RPL assessment schedule with the applicant;
 - Conduct the RPL assessments by:
 - i) using the evidence of competency provided by the applicant, and matching the evidence against the unit elements, performance criteria, skills, knowledge, range statement and evidence guide; identify areas of competency which in the assessors opinion are met by the evidence provided;
 - ii) as a corollary of step i) identifying competency, knowledge or skill gaps in the evidence provided by the candidate and providing guidance and an opportunity for the candidate to supply additional evidence of competency;
 - iii) using components of the RTO assessment tools to provide evidence of competency where gaps still remain. The components of the RTO assessment tools to be used in this step will be determined by the remaining gaps in competency identified by the assessor and using the assessment mapping tool which is available for each unit to identify the relevant components of the RTO assessment tools.
 - When evidence gathered is outside the parameters and response guide of the RTO assessment tool, as in step i) above, the assessor is to:
 - i) amend the RTO assessment mapping document to map the new evidence provided by the RPL applicant
 - ii) record details of the new evidence provided on the RTO RPL Assessment Form.
 - iii) note on the RTO Assessment Summary / Cover Sheet that additional evidence has been gathered, recorded on the RPL form and mapped on the RTO assessment mapping document for the unit.
 - Ensure the Principles of Assessment and the Rules of Evidence are followed in undertaking the RPL assessments;
 - Complete the assessment forms for each unit;
 - Provide feedback to the applicant for each assessment outcome;
 - Complete and sign the Student RPL application form indicating the assessment outcome for each unit;
 - Advise the Coordinator of the outcome of the RPL assessment application. Further information or an interview with the student may be required before evaluation of the application is completed.
- 5.12 Students will be advised promptly of the decision and required to sign and date the record of RPL granted on the Student RPL application form
- 5.13 RPL application documentation, assessment processes and outcomes will be placed in the applicants file.
- 5.14 Granting of RPL must be recorded as a unit outcome in the students file.
- 5.15 Student's individual training plans will be adjusted to reflect any RPL granted.

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5.16 Students may use the RTO appeal procedures if dissatisfied with the outcome of their RPL applications.

6.0 Revision history

Revision	Date	Description of modifications
1	February 2025	First Version
2		
3		
4		
5		