

Recognition of Prior Learning Policy

Purpose

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

Responsibility

The CEO 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

Requirements

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

3.2 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

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

3.5 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

3.6 Students who are eligible for credit transfer must not be required to undertake a RPL process. Refer to the credit transfer procedure.

Definitions

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

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.

- 1.1 RPL applications are made using the student RPL application form to collect general information about the applicant's background.
- 1.2 Prior to the RPL application being completed and accepted, we will provide the RPL applicant with access to the relevant units;
- 1.3 Prior to the RPL application being completed and accepted, A trainer / assessor from our organisation will meet with the RPL applicant to:
 - 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.

- 1.4 The student RPL application form must then be completed and forwarded to the Student Administrator.
- 1.5 A copy of the student RPL application form and all verified supporting documentation will be placed on the student file.
- 1.6 A trainer / assessor from our organisation will review the RPL application and advise the RPL applicant which units they consider RPL is applicable to and the reason why.
- 1.7 The RPL applicant will be given an opportunity to amend their RPL application if they so choose.
- 1.8 Whatever the trainer / assessor from our organisation advice is, it is entirely the applicant's decision as to which units they will submit an RPL application for.
- 1.9 Once the RPL application has been reviewed and finalised the organisation 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 if 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 organisation assessment tools to provide evidence of competency where gaps still remain. The components of the assessment tools to be used in this step will be determined by the remaining gaps in competency identified by the assessor
 - When evidence gathered is outside the parameters and response guide of the assessment tool, as in step i) above, the assessor is to:
 - a. amend the assessment mapping document to map the new evidence provided by the RPL applicant
 - b. record details of the new evidence provided on the RPL Assessment Form
 - c. note on the Assessment Summary / Cover Sheet that additional evidence has been gathered, recorded on the RPL form and mapped on the assessment mapping document for the unit
 - d. Ensure the Principles of Assessment and the Rules of Evidence are followed in undertaking the RPL assessments
 - e. Complete the assessment forms for each unit
 - f. Provide feedback to the applicant for each assessment outcome
 - g. Complete and sign the Student RPL application form indicating the assessment outcome for each unit
 - h. Advise the Student Administrator 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
- 1.10 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
- 1.11 RPL application documentation, assessment processes and outcomes will be placed in the applicants file.
- 1.12 Granting of RPL will be recorded as a unit outcome in the students file.
- 1.13 Student's individual training plans will be adjusted to reflect any RPL granted.
- 1.14 Students may use our appeal procedures if dissatisfied with the outcome of their RPL applications.

Mutual Recognition

- Applicants for Mutual Recognition must complete the student mutual recognition application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the Training Manager.
- The Training Manager must check the Award or Statement of Attainment and grant mutual recognition for identical units that have been identified as being completed at another Registered Training Organisation.

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- Verified copies of Qualifications and Statements of Attainment used as the basis for granting Mutual Recognition must be placed in the student files
- The completed Mutual Recognition record must be signed by the student and the RTO Manager
- Granting of Mutual Recognition must be recorded as a unit outcome in the students file
- Student's individual training plans will be adjusted to reflect any Mutual Recognition granted.
- Students may use our appeal procedures if dissatisfied with the outcome of their Mutual Recognition applications.