

Recognition of Prior Learning Policy and Procedure

This document contains the policy and procedure issued by RTT ACADEMY for use in ensuring that prospective students are offered the opportunity to apply for Recognition of Prior Learning.

1 PURPOSE

As a Registered Training Organisation (RTO), RTT ACADEMY must ensure that it offers all students the opportunity to apply for Recognition of Prior Learning (RPL).

2 SCOPE

This policy and procedure pertains to RTT ACADEMY and all prospective students considering enrolment with the RTO.

3 RESPONSIBILITIES

The RTO Compliance Coordinator is responsible for ensuring that all prospective students considering enrolment with RTT ACADEMY are provided with the opportunity to apply for Recognition of Prior Learning and that all applications are processed in a timely manner prior to the commencement of training.

4 DEFINITIONS

4.1 Recognition of Prior Learning (RPL)

Recognition of Prior Learning is an assessment process that assesses the individual student's formal, non-formal and informal learning to determine the extent to which that individual has achieved the competency standards.

5 REFERENCE AND RELATED DOCUMENTS

5.1 Standards for Registered Training Organisations (RTOs) 2015

Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

- 1.2: The RTO determines the amount of training they provide to each learner with regard to:
 - a) the existing skills, knowledge and the experience of the learner
- 1.8: The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):
 - a) complies with the assessment requirements of the relevant training package or VET accredited course; and
 - b) is conducted in accordance with the Principles of Assessment and the Rules of Evidence

Standard 5: Each learner is properly informed and protected.

- 5.1: Prior to enrolment or the commencement of training and assessment, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

5.2 Related Documents

1. Recognition of Prior Learning (RPL) Self-Assessment and Application
2. Recognition of Prior Learning (RPL) Assessor's Kit

6 POLICY

All students considering enrolment with RTT ACADEMY are given the opportunity to apply for Recognition of Prior Learning (RPL).

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7 PROCEDURE

7.1 General Information for Individuals

This procedure is to provide a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous and/or current training, work experience and/or life experience.

The underlying principle of Recognition of Prior Learning (RPL) is that no participant should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

This procedure therefore aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

Assessment of all RPL applications shall be undertaken by a qualified assessor who has successfully completed TAE40110 Certificate IV in Training and Assessment, or its successor, and who has the vocational competencies in the unit(s) they are assessing the participant's competency against.

All prospective and enrolling individuals are informed in either print or electronic form of the opportunity to apply for Recognition of Prior Learning (RPL). Students are informed of the RPL process during the Pre-Training Review conversation and in the Trainee Information Handbook. Individuals are asked to identify if they would like to apply for RPL during the enrolment process. Individuals can apply for RPL at any time.

7.2 Request for Recognition of Prior Learning (RPL)

All students who consider enrolment with RTT ACADEMY in a unit of competency or qualification and attend an enrolment session are required to undergo a pre-training review conversation with an RTO representative. The pre-training review is conducted using the Pre-Training Review Form. As part of this conversation, the student is given the opportunity to discuss Recognition of Prior Learning (RPL) and asked to indicate whether or not he/she would like to apply. If the student indicates that he/she would like to apply, the RTO Compliance Coordinator is informed and the appropriate Recognition of Prior Learning (RPL) Self-Assessment and Application is sent to the individual.

If a student wishes to apply for RPL they must complete the Recognition of Prior Learning (RPL) Self-Assessment and Application and include appropriate evidence to support the application.

The Recognition of Prior Learning (RPL) Self-Assessment and Application contains the following:

- an explanation of what RPL is
- specified units of competency that the student is applying for RPL
- guidelines on what an individual must be able to provide as evidence and/or demonstrate that they have gained the required skills and knowledge relating to the unit of competency for which recognition is being applied for
- information on how RPL is awarded, including that RPL is awarded for a total unit of competency (no partial RPL of a unit of competency will be awarded)
- how to enter the RPL process by completing the Recognition of Prior Learning (RPL) Self-Assessment and Application; and
- the RPL process and the stages involved, including the details of any required skills assessment

The student is required to submit the completed Recognition of Prior Learning (RPL) Self-Assessment and Application and the associated evidence to RTT ACADEMY's RTO Compliance Coordinator.

7.3 Application Assessment Process

Initial assessment of all Recognition of Prior Learning (RPL) Self-Assessment and Applications will be undertaken by a qualified trainer & assessor of RTT ACADEMY. The RTO Compliance Coordinator will ensure that Recognition of Prior Learning (RPL) Self-Assessment and Applications are completed as required and have the necessary information and supporting evidence attached in order to proceed.

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All Recognition of Prior Learning (RPL) Self-Assessment and Applications must be supported by the appropriate evidence. This may be in the form of a nationally recognised qualification or a statement of attainment indicating exactly the same code and title as those included in the student application, or other documents of equivalence that are outside the AQF.

If a Recognition of Prior Learning (RPL) Self-Assessment and Application is incomplete or lacks the necessary information and supporting evidence, the RTO Compliance Coordinator will return the application to the individual and ask for further information. If the individual is unable to provide further information or supporting evidence, the RTO Compliance Coordinator will record the application as insufficient and closed.

Where the necessary information and supporting evidence is provided with the Recognition of Prior Learning (RPL) Self-Assessment and Application, the RTO Compliance Coordinator will forward the application to the appropriately qualified Assessor.

7.4 The RPL Assessment Process

Once the Assessor has received the student's Recognition of Prior Learning (RPL) Self-Assessment and Application, the Assessor will review the information provided and begin to match up the candidate's skills to the units/subjects in the qualification. An interview with the student will be conducted to help the Assessor confirm the authenticity and validity of the evidence. The Assessor will document the interview in a report that will form part of the RPL evidence. This interview will include:

- identifying the relevant evidence for each unit that will contribute to the RPL application such as resumes, position descriptions, and references; and
- the use of oral questions to demonstrate relevant skills and knowledge for each unit (if required)

At this stage, the Assessor will be able to identify if extra evidence is required to support the RPL application. Extra evidence may include such things as practical demonstrations or Third Party Reports.

Where practical demonstrations are required, the Assessor will confirm the details of when and where these will occur. Where appropriate they may be conducted at the student's workplace, or will be conducted in the RTO's simulated environments.

7.5 Documenting the Assessment Decision

RTT ACADEMY is required to ensure that all RPL assessments undertaken are completed and recorded appropriately.

The following is to occur when assessing an RPL application:

- In marking an assessment, the assessors will consider:
 - the relevance and nature of evidence provided by the applicant
 - 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; and
 - and determine if the evidence is reliable
- All original documents such as certificates, workplace reports, etc, will be copied after being sighted by Assessor and then the copy signed with a date, signature, and printed name of the Assessor
- The RPL Assessment Record Sheet is to document the evidence that is linked to the unit(s) of competency, and also lists the outcome(s) of Competent or Not Yet Competent
- The student's Recognition of Prior Learning (RPL) Self-Assessment and Application and the completed RPL Assessment Record Sheet and any supporting evidence is returned to the RTO Compliance Coordinator
- The RTO Compliance Coordinator reviews the documentation and records the outcome of the RPL assessment on the student's record in RTT ACADEMY's Student Management System, aXcelerate

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- In all cases, the hard copy RPL documentation and the outcome is to be securely kept on the student's file located at the RTT ACADEMY's head office

7.6 Informing the Student of the RPL Outcome

Where RPL is 'Granted', this information is communicated in writing to the applicant within 10 business days of completion of the assessment, and the training program adjusted accordingly.

Where RPL is 'Not Granted', the applicant will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).

Where the outcome of an RPL application is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally.

Where the outcome remains unresolved following informal discussions, the student may appeal by using the methods outlined in RTT ACADEMY's Complaints and Assessment Appeals Policy and Procedure, a copy of which is available on the student portal or by emailing admin@rttacademy.com.au The appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.