

Recognition of Prior Learning Policy and Procedure

Compliance Focus

ASQA Standards, Clauses: 1.12

National Code 2018, Standard,2,3,6,10,11

NSW Recognition Policy

Policy Purpose

This policy and procedure are intended to inform learners and staff of the requirements for applying for and being awarded Recognition of Prior Learning (RPL) for any unit of competency offered on scope, as a result of assessing informal and formal education, work and life experience and knowledge. These are measured against the requirements of the unit of competency as per the Training Package Requirement and ASQA Standards.

Policy Scope

This policy applies to all assessors and potential learner requesting RPL for unit(s) of competency.

Policy Statements

Recognition of Prior Learning (RPL): means an assessment process that assesses the competency/s of an individual that may have been acquired through informal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

Policy Overview

This policy ensures that our assessment practices comply with ASQA guidelines and conditions, provides our assessors with clear information on assessment processes and evidence requirements, and ensures that assessments are conducted in accordance with the principles of assessment and rules of evidence.

Policy

All learners are made aware of the ability to apply for RPL through the application and enrolment process of the course. This is supported with information provided in the Learner Handbook about the RPL process. A learner may apply for RPL at any time during their study, however it is recommended that the student undertake the RPL process prior to the commencement to enable a streamlined process.

RPL is to be assessed with the same rigour as “normal” training and assessment activities.

Students who have completed a nationally recognised unit that has the exact same code as a unit currently enrolled will be eligible for credit transfer. Please reference to the Credit Transfer Policy and Procedure.

Procedure

Learners wishing to apply for RPL should speak to a Learning Sphere representative at the application or enrolment stage.

RPL is assessed using a combination of the following (Portfolio of Evidence):

- Relevant formal and information qualifications
- Self-Assessment Guide
- Referees and confirmation of referees
- Competency conversations
- Other formal documentation to support pre-existing knowledge
- Completed Sections of the RPL Kit as supported by their assessor

Recognition of Prior Learning Policy and Procedure

1. Before applying for RPL

- The learner is provided with the information on RPL via the Learner Handbook and this process (available on the Learning Sphere website)
- The learner will be provided with information on the units of competency for the qualification (i.e., the unit, elements, and performance criteria) to identify learning outcomes or competencies for which evidence is to be provided. They will also be provided with a Self- Assessment Guide within the RPL Kit.
- Learners will be informed in writing any additional fees associated with undertaking the RPL process

2. RPL Application process

- In consultation with the assessor and using the RPL Kit, the learner will build an evidence portfolio to support the claim for RPL
- Upon submission the RPL assessor will review the individual experience and other evidence against learning outcomes and competency statements
- If evidence provided matches the learning outcomes and competencies, full recognition is recommended
- If the evidence provided does not match the learning outcomes and competencies, then further evidence will be requested. This may also involve an interview with the learner to support their application for RPL. Further evidence must be supplied within one week from the RPL initial assessment date. A gap assessment may also be recommended by the assessor which would be explained to the student.
- If further evidence is not recognised or received within the additional one week, then the RPL will be rejected, and a letter of advice will be forwarded to learner.
- If the learner wishes to appeal the decision, this must be done in writing following the Complaints and Appeals process
- Letter of advice of outcome will be forwarded to the learner within two weeks of the final decision.
- All RPL documentation will be placed on the student file as along with a copy of the results of the application

Smart and Skilled

As per 14c of the Smart and Skilled Contract Terms and Conditions, the funded price will be adjusted in accordance with the standard formula as listed in the Provider Guide to Smart and Skilled Prices, Fees, and Subsidies.

The RPL process documented above has been developed in line with the requirements of the NSW Recognition Framework document which ensures that the four stages of recognition are incorporated into the RPL process:

- Establish the context
- Provide information
- Gather evidence
- Assess the evidence

Related Documents

Policy and Procedure: Complaints and Appeals
Assessment Policy and Procedure

Responsible Officer

Recognition of Prior Learning Policy and Procedure

The responsible officer for the implementation and training for this Policy and Procedure is the CEO/General Manager.

Related Documents

- Complaints and Appeals Policy and Procedure
- Assessment Policy and Procedure
- Application for Credit Transfer/RPL Consideration
- Application & Enrolment Form

Publishing details

Document Name	Recognition of Prior Learning Policy and Procedure
Approved by	CEO/General Manager
Date of Approval	15 May 2024
Version	1.1
Summary of content (new) or amendments (revised)	Updated to strengthen link to the NSW Recognition Framework.
Next Review Date	01/09/2024