

## Compliance Focus

**ASQA Standards**, Clauses: 1.12 and **NSW Recognition Policy**

## Policy

This policy provides the framework for the requirements for applying for and being awarded Recognition of Prior Learning (RPL) for any unit of competency offered on scope. These are measured against the requirements of the unit of competency as per the Training Package Requirement and ASQA Standards. It applies to all assessors and learners requesting RPL.

**Recognition of Prior Learning (RPL)** is an assessment only pathway that allows a learner to have skills and knowledge already gained through formal and information learning and life/work experience used to determine the extent to which that individual meets the requirements specified in the training package.

Learning Sphere ensures that 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.

## Pre-enrolment

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 the Credit Transfer Policy and Procedure.

## 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 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

## Responsible Officer

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

## Publishing details

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