

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 and other formal documentation to support pre-existing knowledge
- Completed Sections of the RPL Kit as supported by their assessor

Before applying for RPL

The learner is provided with the information on RPL via the Learner Handbook which is available on the website and 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

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 and submit to their assessor.

The assessor will review supplied portfolio against required outcomes and competencies and if evidence provided matches these, full recognition is recommended

If the evidence provided does not match the learning outcomes and competencies, further evidence will be requested which may 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 the RPL will be rejected, and a letter of advice will be forwarded to learner within two weeks of the final decision. If the learner wishes to appeal the decision, this must be done in writing following the Complaints and Appeals process.

All RPL documentation will be placed on the student file as along with a copy of the results of the application

Responsible Officer

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

Publishing details

Document Name	Recognition of Prior Learning Policy
Approved by	General Manager
Date of Approval	20 November 2024
Version	1.2
Summary of content (new) or amendments (revised)	Updated to reflect new ownership Simplified wording Separated policy from procedure
Next Review Date	31 July 2025