

RTO National Recognition of Prior Learning (RPL) Procedure

Purpose:

The Centre of Professional Learning and Education (CPL) has established and implemented this procedure to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015. This procedure involves the assessment of previously unrecognised skills and knowledge a student has achieved outside the formal education and training system. The RPL process assesses this unrecognised learning against the requirements of a qualification and a unit of competence. For the purpose of this procedure, recognition of prior learning (RPL) will be referred to simply as RPL.

Introduction:

The RPL process established by the Centre of Professional Learning and Education is designed as an assessment pathway to be flexible to meet the needs of students who are to be assessed formally against a unit of competency. The Student Handbook and pre-enrolment information and RPL Tool Kit outline the process for students wanting to access RPL assessment.

This policy supports within clauses 1.8 to 1.12, 3.5 & 5.1 to 5.3 of the Standards for Registered Training Organisations (RTO's) 2015

Authorisation:

This procedure shall be endorsed and issued under the authority of the Deputy Chief Executive Officer and RTO Manager.

Procedure:

Step 1 Provide sufficient information to prospective candidates to inform them of opportunities for alternative pathways via recognition and the recognition process.

Step 2 Candidates who request RPL of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a RPL application (using the RPL Self-Assessment Tool). This step is not compulsory but is strongly suggested. The candidate should be provided an electronic version of the RPL application documents.

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Step 3 Undertake an RPL assessment planning interview between the Trainer and/or Assessor and the candidate (using the RPL Took Kit). This is to include where possible:

- Helping the candidate to identify appropriate forms of evidence in line with the rules of evidence;
- Guiding the candidate on the use of recognition tools; and
- Informing the candidate about the assessment process.

Step 4 Candidates are to compile their RPL submission (using the RPL Tool Kit and Self-Assessment), this is to be submitted to assessments@commsatwork.org. This form allows candidates to record their particular documentary evidence against each unit of competency and to attach evidence as required. For candidates submitting evidence of statement of attainments and qualification certificates, they must be completed by an Australian RTO and comply with the Australian Qualifications Framework (AQF).

Step 5 The Trainer and/or Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Trainer and/or Assessor may invite the candidate to undertake a RPL interview to record a competency conversation or a practical assessment. At the end of the evidence gathering process the Trainer and/or Assessor is to provide the candidate with written feedback using and Assessment Feedback Form regarding the assessment outcomes.

Step 6 Trainers and/or Assessors are to determine if the candidate is eligible to be issued with the RPL assessment outcome if they meet the unit of competency assessment and performance criteria, as per the unit of competency standards.

Step 7 Candidates will be issued an *Assessment Feedback Form* with the outcome of their application from a Trainer and/or Assessor or RTO Manager. Trainers and/or Assessors are to update the students training plan and record the result outcome in the Student Management System (SMS) VETtrak as per unit result process and student record.

Step 8 If the candidate is not satisfied with the outcomes of their RPL application, they may appeal the assessment outcome like any other assessment decision. Refer the candidate to the appeals policy and procedure which can be found in the Student Handbook or on our website. When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in

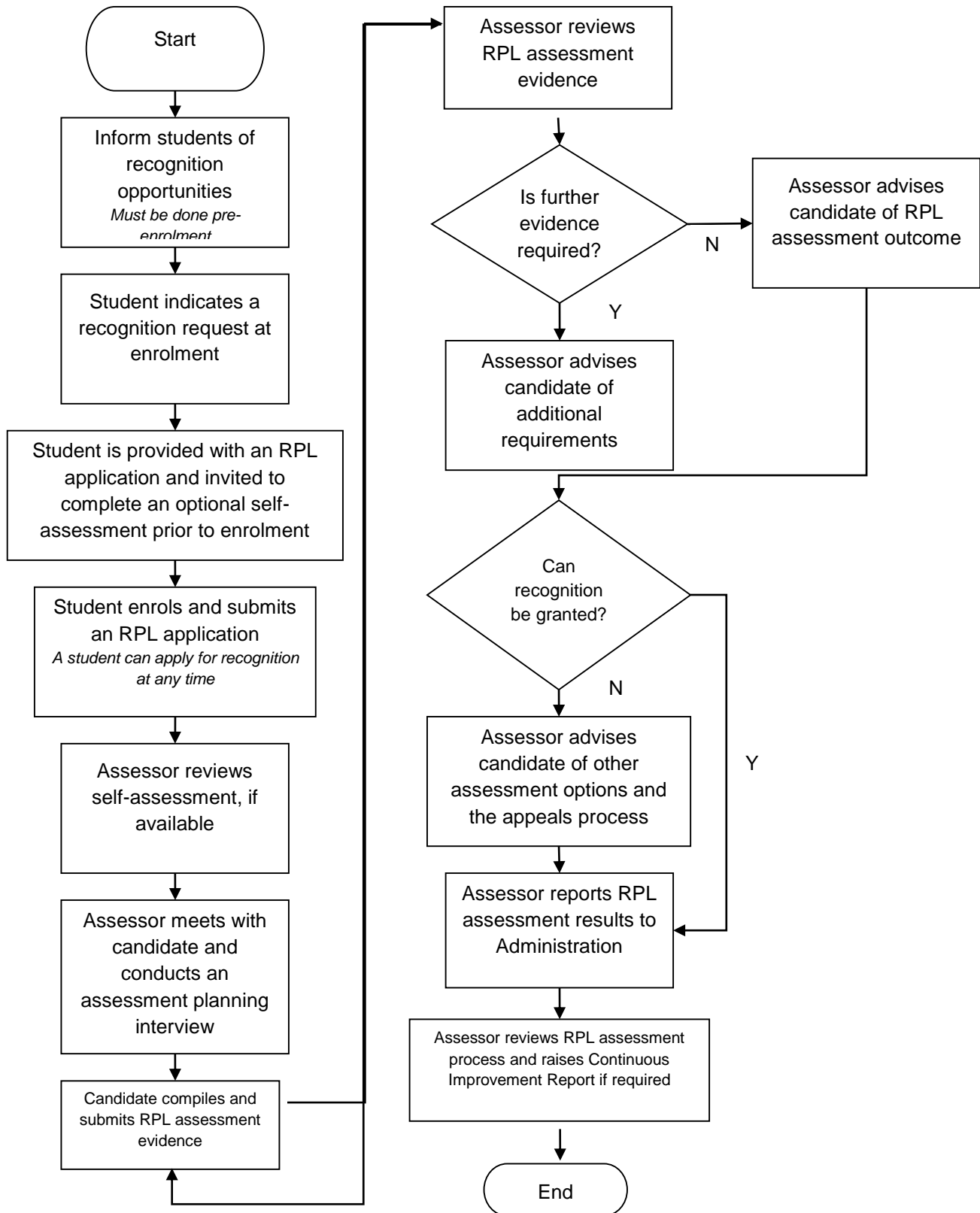
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in the Student Management System (SMS) VETtrak as per unit result process and student record.

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Definitions:

Unit of Competency

A unit of competency is the specification of knowledge, skills, and the application of that knowledge and skill, to the standard of performance expected in the workplace.

Recognition of Prior Learning

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning).

Student Management System

A student management system collates a student's record with their training provider.

Australian Qualifications Framework

The *AQF* is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

Attachments & Forms:

1. Assessment Feedback Form

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Related Documents:

RTO-QMS-PRO-	RTO National Recognition (Recognition of Prior Learning) Procedure
RTO-QMS-POL-	RTO National Recognition (Credit Transfer) Policy
RTO-QMS-PRO-	RTO National Recognition (Credit Transfer) Procedure
RTO-QMS-POL-	RTO Appeals Policy
RTO-QMS-PRO-	RTO Appeals Procedure
RTO-QMS-POL-	Training and Assessment Policy
RTO-QMS-PRO-	Training and Assessment Pro
RTO-QMS-POL-	RTO Fee and Refund Policy
	Student Handbook
	RPL Tool Kit

References:

1. National Register of VET (<https://training.gov.au/>)
2. Australian Skills Quality Authority (ASQA)

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Review Specifications:

OFFICE USE ONLY

Written/reviewed by: Renee Chick Authorised for release by: Carla Scalia
 Version number: 1 Signature of authorising person:

VERSION HISTORY

Version	Date of effect	Brief summary of change
1	17.07.2018	Initial Document

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