Recognition of Prior Learning (RPL) Policy and Procedure

Purpose

This policy and procedure outlines Australian Workplace Skills Institute's documented process for recognition of prior learning (RPL). This is to provide an avenue to recognise and assess the competency of an individual that have been acquired from formal, non-formal and informal learning to determine the extent in which the individual meets the requirements specified in Training Package or VET Accredited Course.

The practices followed will be in compliance with clause 1.8 and 1.12 of RTO Standards 2015 & Standard 2 of National Code 2018.

Scope

This policy applies to all prospective and current students at the college.

Definitions

College	Australian Workplace Skills Institute
Principles of Assessment	Have four elements to be adhered to, namely fairness, flexibility, validity and reliability.
Rules of Evidence	Have four elements to be adhered to, namely validity, sufficiency, authenticity and currency.
PRISMS	Provider Registration and International Student Management System
Third Party	A person who is a position to provide a valid comment (e.g. supervisor, manager)
Formal learning	Learning that takes place through a structured program of instruction and its linked to the attainment of an AQF qualification or statement of attainment (e.g. a certificate, diploma or university degree)
Non-formal learning	Learning that takes place through a structured program of instructions, but does not lead to the attainment of an AQF qualification or statement of attainment (e.g. in-house professional development programs conducted by the business)
Informal learning	Learning that results through experience of work-related, social, family, hobby, leisure activities (e.g. the acquisition of interpersonal skills developed through several years as a sales representative)
Gap training	A way of filling in the relevant gaps in knowledge, skills and experiences

Policy

The college will ensure that:

- It provides documented processes for assessing and recording recognition of prior learning (RPL).

- It implements an assessment system (including recognition of prior learning) that meets the requirements of training package, Principles of Assessment and Rules of Evidence. This is to ensure the integrity of the award is preserved.

- If RPL application is granted, it will:

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o Provide a written record of the decision for the student to accept.

o Notify the student of the reduced course duration and adjust the confirmation of enrolment (CoE) to reflect the reduced duration

o Report any change in course duration in PRISMS if the overseas student's visa is granted.

- It will secure all records for two years after the overseas student has ceased to be an accepted student.

Procedure

Recognition of Prior Learning (RPL)	Responsible Person
1. Provide information about RPL to the student (prospective or current) when an enquiry is made.	
2. Supply the student with a copy of the RPL Application Form & Self-Assessment Tool	
3. Require the student to submit the following: • Completed RPL Application Form • Completed RPL Self-Assessment Tool • Which unit/s they would like to apply for RPL • A copy of their CV, certified copies of their relevant qualifications (if any), and job descriptions (if any)	
4. Review the completeness of documents received. Contact the student for further information and/or clarification if required.	
5. Review the documentation provided and contact the student to discuss the following: • Their work experience and anything of interest in their CV (for example, has the student worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc). • The items they ticked/did not tick in their self-assessments. • The third-party person if applicable.	Admission & Academic Team
6. Determine the student suitability for the RPL process (e.g., if their work experience, skills and knowledge are sufficient to apply for RPL).	
7. Notify the student of their suitability for RPL. If deemed as not suitable, offer the student with formal training opportunities.	
8. If deemed as suitable, provide the candidate with the following: • Invoice for RPL Assessment • RPL Evidence Tool • RPL Third Party (indicate which units are being applied for if it is not for the full qualification)	

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9. Assign the RPL process to a qualified assessor to contact the student to discuss the following: • How to work through the RPL Evidence Tool • Arrangements for workplace observations (where applicable, and in consultation with the student's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)	
10. Require the qualified assessor to: • Visit the student's workplace to observe completion of practical tasks (where applicable) • Complete verbal questioning (either over the phone, Skype or other video conference tool, or in person) • Be available to provide support and assistance to the student as required.	
11. Require the student to submit the RPL Evidence Tool and their evidence portfolio.	
12. Require the qualified assessor to check the third-party's ratings, feedback, and comments in the RPL Third Party Tool.	
13. Require the qualified assessor to contact the third-party person to discuss anything that requires further clarification.	
14. Require the qualified assessor to contact the student's professional referees to discuss the student's workplace competency.	
15. If granted, notify the student in writing that: • Their RPL application is granted, detailing which units are approved. • Their course duration will reduce, and the confirmation of enrolment (CoE) will be reflected for the reduced duration. • Their course fees will be adjusted as the per the reduced duration • If RPL is granted after the student's visa is granted, report the change in course duration in PRISMS. A written acceptance is required from the student.	
16. If not granted, offer the student with other options. (e.g. gap training)	
18. Secure all records, including evidence of acceptance, RPL evidence portfolio, RPL third parties, emails etc, for two years after the overseas student has ceased to be an accepted student.	

Related Documentation

• RPL Application Form

Document Control

Policy Owner:	Australian Workplace Skills Institute
Endorsed By:	CEO
Person Responsible for Implementation:	Admission & Academic Team
Endorsement Date:	November 2022
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