

RECOGNITION OF PRIOR LEARNING

Procedure

Purpose

This procedure explains the process of applying for and granting Recognition of Prior Learning (RPL) and the requirements of the Standards for NVR Registered Training Organisations 2015 and the ESOS Act and its National Code

Responsibility

The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements

Requirements

Recognition of Prior Learning must be structured to minimise the cost and time to applicants whilst retaining the integrity required by the Standards for NVR Registered Training Organisations to recognise competencies in accordance with the requirements of Training Packages or Curriculum documents.

The provider must ensure that any applicant for Recognition of Prior Learning is provided with:

- Information about the competencies and performance criteria relevant to their Recognition of Prior Learning application;
- Adequate information and support to enable the applicant to gather reliable evidence of competency;
- Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application;
- Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences;
- A written statement from an appropriate supervisory person is required to verify or confirm authorship of any workplace documentation submitted.

It is accepted that Recognition of Prior Learning (RPL) means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

Students who are eligible for credit for previously achieved current or equivalent units of competency are not be required to undertake a RPL process.
Refer to the credit transfer procedure.

Definitions

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

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Fees

A fee of \$200 per unit of competency is incurred for the RPL assessment. Payment must be made with the RPL application. RPL assessment will not commence until payment is received.

There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL. If recognition of prior learning is assessed as unfavourable, the student will have the chance to appeal decision at little or no cost.

Refer to the complaints and appeals policy and subsequent complaints and appeals application form.

Procedure: Recognition of Prior Learning

Method

AFTT has a simple procedure for RPL for each unit in any qualification namely;

In a Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor. Where the outcomes of this process indicate that the candidate is competent, structured training is not required.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, work samples and/or observation of the candidate.

The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies.

In judging evidence, the assessor must ensure that the evidence of prior learning is:

- Authentic - the candidate's own work;
- Valid - directly related to the current version of the relevant endorsed unit of competency;
- Reliable - shows that the candidate consistently meets the endorsed unit of competency;
- Current - reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency; and
- Sufficient - covers the full range of elements in the relevant unit of competency and addresses the four (4) dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills.

The applicant / student is informed prior to enrolment and at induction that if they have relevant prior learning then they may be eligible for RPL.

The student has to identify the unit(s) for which they want to have recognition using the RPL application form. The student discusses this with the nominated Course Director /RPL assessor who will provide the student with information about the types of evidence that can best be used to support their RPL application. The student RPL application form is completed and forwarded to the Student Recruitment Advisor together with the required fee.

The student will be provided with a copy of the unit of competency from the National Register.

The student has to state, in general terms, the basis of their claim for RPL.

The student in the first instance has to provide evidence consistent with the **Performance evidence of the unit of competency**.

e.g. for the unit *CUAPPR603 Engage in the business of creative practice*, evidence of the ability to:

- research and evaluate a broad range of complex and varied business information, including business structures, financial considerations, and legal rights and obligations;
- develop cohesive approaches and strategies, that are grounded in research and analysis, for developing and managing own practice;
- interact with other professionals on management and development issues;
- identify professional work opportunities within and beyond the creative sectors, including new

- and emerging opportunities;
- apply relevant legal and moral rights and obligations in own practice.

If the evidence provided does not satisfactorily meet the **Performance evidence requirements of the unit of competency** then the student is advised that the application for RPL is unsuccessful.

If the evidence provided satisfactorily meets the **Performance evidence of the unit of competency** then the student following further discussion with the Course Director / RPL assessor, submits additional evidence to demonstrate the **Knowledge evidence** requirements.

The student may be requested to undertake additional assessment of knowledge, where the evidence provided is not conclusive. When the student has provided evidence that demonstrates all requirements of the unit of competency, the student is advised in writing and acknowledges the RPL in writing.

RPL application documentation, assessment processes and outcomes are placed in the student file.

Granting of RPL is recorded as a competent unit outcome in the students file.

Students may use the AFTT appeal procedures if dissatisfied with the outcome of their RPL applications.

After any RPL is granted, the student's record and file is amended accordingly - (for international students, Department of Education via PRISMS will be notified if the success of RPL results in the period of study being shortened and a new Coe issued).

Samples of RPL granted will be validated within the assessment validation process of AFTT
References – Policy and Procedure Assessment Validation.