

**Purpose:**

The Park Orchards Learning Centre aims to give students maximum advantage from previous studies and experience so that progress in their current studies is expedited.

**Guidelines:**

Recognition of Prior Learning (RPL) is a process which recognizes the relevant skills and knowledge that people have already gained from other courses, life experiences or training provided at work.

The RPL process only applies to accredited courses and students need to be enrolled in a course where they apply for RPL. RPL can only be given for a whole module or unit. Students who apply for RPL will be given sufficient information about course content and outcomes to properly identify areas that match their skills and experience.

Park Orchards Learning Centre is committed to recognizing the prior learning of participants in its courses. This Learning may have been gained through:

- Life experiences
- Formal training or education
- Work experiences or a combination of these.

This policy is consistent with the values of the Park Orchards Learning Centre, which acknowledge the full range of an individual's skills and knowledge, regardless of how it has been acquired.

As the Centre incurs costs when offering RPL, a fee will be applied. The fee would acknowledge the time spent on administration, counselling and assessment. Please see Fees and Charges Policy booklet.

**Implementation factors:**

Students wishing to apply for RPL need to fill in an application form. Upon receipt of an application the RPL process will be instigated as soon as possible. Receipt of application forms must be accompanied by a fee payment. The completed application form is then passed on to the RPL assessor to begin the assessment process.

**Principles:**

Individuals who are granted RPL will be issued with the relevant qualification as appropriate.

There will be two types of applications:

- (a) Standard exemptions/credit transfers for previous formally recognized training
- (b) Recognition of work and life experiences, including non-family recognized training.

Charges levied for (a) application will include an administration fee

Charges levied for (b) application will include an administration fee and an assessment fee.

RPL will be granted for:

- Modules where it can be sustained that the applicant has received the key learning outcomes/units of competence.
- Whole modules/units unless flexible delivery of individual learning outcomes within the module/unit is available.

## **Assessment**

A qualified RPL assessor will assess RPL applications. The assessor will determine the form of evidence required. A wide range of evidence can be used as proof skills and experience. Confirmation of the evidence will need to be obtained. The RTO will keep copies of the evidence gathered for quality and auditing purposes.

### **Procedure:**

Students may apply for Recognition of Prior Learning when:

- They are enrolled in an accredited course.
- They are studying an accredited course that is competency based.
- They believe they are able to demonstrate competence in all of the learning outcomes before studying the module.

The application and assessment procedures shall at all times follow the RPL Principles of Assessment, which are:

- Validity
- Sufficiency
- Currency
- Authenticity

The following will apply:

- All students will be informed about RPL
- A copy of the learning outcomes for all modules will be made available to students.
- An application form, information about the process and information about assistance available with preparing an application will be available.
- All assessments will be arranged and facilitated by a qualified RPL assessor. Students will need to fill out an application form and make a fee payment. If the result is pending, the applicant may be asked to verify or provide new evidence.

The applicant will be notified in writing of the result.

If a student is successful in gaining RPL, the amount of time represented by the modules will be deducted for their course. The module will be credited to a certificate without notation and will be denoted on a Statement of Attainment.

Applicants may appeal a decision. Appeals should be lodged with the Manager.

## **Reporting**

Students will be advised in writing whether RPL is granted the number of units for which they are being given credit or if any further action is required before a decision can be made. Any verbal advice will be followed up by written notification.

All students who have satisfactorily completed endorsed training packages/Accredited Vocational Education and Training course will automatically be issued with a Certificate.

Students who satisfactorily complete part of the course will be issued with a Statement of Attainment. This will take the form of a statement and will list the modules completed and/or competencies gained.

**The Park Orchards Learning Centre will accept and mutually recognize the qualifications and Statements of Attainment awarded by any other Registered Training Organisation.**

## Criteria for Recognition of Prior Learning

Some of the relevant criteria when assessing for RPL/RCC are:

- Authenticity:** Is there sufficient evidence that the applicant actually carried out what has been claimed?
- Currency:** Confirmation that the competencies are still valid. Take into consideration areas of change in the relevant fields.
- Quality:** Establish if the skills and knowledge learned are at an acceptable level.
- Relevance:** Identification of those skills are clearly relevant to the course of study. Are the skills and knowledge gained from prior learning similar to those gained from the course?
- Transferability:** Consideration of whether the applicant can apply their experience to achieve the competencies identified for the course.
- Validity:** Establish if there is a sound link between the competencies from the course under consideration and the learning gained from prior learning experiences.

### Document History

Title:	Recognition of Prior Learning	Policy No: 007/10
Written/Amended By:	Judy Haley – Manager	Version 4.0
Authorised By:	Committee of Management	Date:
Changes to previous issue	Version 3 RPL	