

## Recognition of Prior Learning

### Organisational Area

RTO

### Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 28<sup>th</sup> June 2017.

### Review Date

This policy will be reviewed every three years or sooner if required.

### Scope

This policy is for the Manager, VET Coordinator and any Staff at POCH&LCI who enrol students in Vocational Education and Training.

This policy also applies to applicants and students at POCH&LCI.

This policy also applies to Trainers and Assessors.

### Objective

Park Orchards Community House & Learning Centre Inc. is committed to recognising the prior learning of participants in its courses. This policy is consistent with the values of the Park Orchards Community House & Learning Centre Inc., which acknowledge the full range of an individual's skills and knowledge, regardless of how it has been acquired. POCH&LCI aims to give students maximum advantage from previous studies and experience so that progress in their current studies is expedited.

### Policy

The underlying principle of Recognition of Prior Learning (RPL) is that no individual / participant should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

Recognition of Prior Learning (RPL) is a process which recognises 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 before they can apply for RPL. RPL can only be given for a whole 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.

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.

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**Implementation factors:**

Students wishing to apply for RPL need complete 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.

**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 of 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.

Students may apply for Recognition of Prior Learning when:

- They are enrolling 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.

RPL Assessments will be conducted in accordance with the Australian Quality Framework (AQF) *National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)*, including:

- The model of RPL that is implemented must be aligned with the outcomes, goals and objectives of the qualification
- RPL policies, procedures and processes should be explicitly included in quality assurance procedures within organisations to ensure that qualifications achieved in part or in full through RPL are of the same quality, and have the same standing, as qualifications achieved as a consequence of formal education and training
- It is not normally possible to gain an entire higher education qualification using RPL
- As with all assessment, RPL assessment should be undertaken by academic or teaching staff with expertise in the subject, content or skills area, as well as knowledge of, and expertise in, RPL policies and procedures
- RPL assessment processes should be comparable to other assessment processes used to assess whether the learning or competency outcomes in a unit, course or qualification have been met.

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:

- POCH&LCI will inform all prospective or enrolling students of the opportunity to apply for RPL in flyers, course guides and on the website.
- 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.
- The applicant will be notified in writing of the result.
- 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, and if any further action is required before a decision can be made. Any verbal advice will be followed up by written notification.

Students who satisfactorily complete part of the course will be issued with a Statement of Attainment.

**Park Orchards Community House & Learning Centre Inc. will accept and recognise the qualifications and Statements of Attainment awarded by any other Registered Training Organisation.**

All POCH&LCI RPL Assessors must hold the TAE40110 or equivalent qualification and appropriate industry qualifications.

POCH&LCI may refer students to another Registered Training Organisation (RTO) for RPL.

## Definitions

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

## Related Documents

Student Enrolment Policy & Procedure	Training Plan
Recognition of Prior Learning Application Form	Assessment Policy
Information for Prospective Students	Student Feedback Policy & Procedure
Student Complaints Appeals Policy	Privacy Policy
Language, Literacy & Numeracy Policy	
Recognition of Australian Quality Framework Qualifications (Credit Transfer) Policy	
Recognition of Australian Quality Framework Qualifications (Credit Transfer) Procedure	

## Document Locations

Policies and Procedures Manual

## Related Legislation

Australian Quality Standards Framework (AQTF) 2010  
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2016)

## Area of Compliance

AQTF Standard 1.5, 2.5  
AQTF Condition 7

Date reviewed	Version	Details of changes (if any)	Date of next review
October 2010	1.0	Original document	
May 2015	2.0		May 2018
September 2015	3.0	General review New template Separate Procedure form Policy	September 2018
19/10/2015	4.0	Remove word Mutually from recognition statement.	19/10/2018
28/06/2017	5.0	Update VRQA guidelines and Vet Coordinator Title	28/06/2020

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