



Recognition of Prior Learning (RPL) Policy and Procedure

1. Policy

This policy and procedure is to provide a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous and / or current training, work experience and / or life experience.

The underlying principle of Recognition of Prior Learning (RPL) is that no student 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.

This policy and procedure therefore aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

In line with the Standards for RTOs 2015 the RTO is required to offer Recognition of Prior Learning (RPL).

All Yarra College Australia courses have a designated training (learning) and assessment component. If students are able to evidence that they have applicable (and current) work/ life experience in the requirements of a Unit of Competency's requirements, then Yarra College Australia may grant the student the opportunity undertake RPL for this unit. The RPL process includes:

- Foregoing the training (learning) component
- Undertaking the assessment only pathway (written questions and a practical demonstration – both undertaken at the Yarra College Australia site)

Assessment of all RPL applications shall be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40110 or TAE40116) and who has the vocational competencies in the unit(s) they are assessing the student's competency against.

2. Procedure

2.1 General information for individuals

All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for RPL. Individuals can apply for RPL of Units of Competency during the time of enrolment.

The information provided to students will include that:

- RPL can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied
- RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)

2.2 Student request for RPL

- If a student wishes to apply for RPL they must complete the 'RPL Application' document with the required information (such as detailed records of their experience, employment, training, etc, which may be relevant)

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- The 'RPL Application form' will specify the units to be completed and students will be required to identify how they address the elements of each unit by completing a 'Detailed Mapping of Evidence for RPL.'
- Once the RPL application form is completed, they are required to submit this with associated evidence to Student Administration, who will pass it on to an Assessor.

2.3 Determination if RPL is appropriate (reviewing the RPL Application)

Assessors in reviewing the RPL Application will consider the following:

- relevance and nature of evidence provided by the applicant
- scope of subject matter covered by the evidence
- whether the evidence is sufficient to allow the student to continue with the RPL Assessment process

Where evidence and documentation requires additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting. If an interview needs to be conducted, the Trainer will document all information collected in a Report which will be stored with the students RPL Application and evidence submitted.

The Assessor is to notify the student of the outcome of the RPL Application and whether they can forego the learning process and can proceed with the RPL Assessment or not.

Assessment process

The RTO is required to ensure that the assessment is undertaken by the student is completed and recorded appropriately, with the following outcomes:

- Where the Assessments are completed and the student deemed competent, RPL is 'Granted' and this information will be communicated in writing to the student within 10 business days of completion of the assessment, and the qualification / statement of attainment will then be issued
- Where the Assessments are completed and the student deemed not yet competent, RPL is 'Not Granted' and the student will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to including a reason for refusal (where applicable)
- In all cases, a copy of the RPL documentation and outcome will be kept in the student's file

2.4 Appeals

Where the outcome of an RPL is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions the individual may appeal by using the methods outlined in the 'Complaints and Appeals Policy and Procedure.' This policy and procedure can be gained from the Student Administration Department and is also found in the Student Information Handbook.

The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

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2.5 Further steps for International Students:

Where an RPL application is granted to an International student, the following must occur:

- Student Administration must identify the reduction in study time required based on the units where Credit Transfer has been granted

- Student Administration must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled. This reduction must be reported via PRISMS within 14 Days.

- The RTO needs to provide the student a 'Confirming Outcome of Credit Application letter' (Appendix B). The students must sign this letter to indicate agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is to be kept on the students file.

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Appendix B *(For International Students only)*

Confirming Outcome of Credit Application

Date: *(insert date)*
 Student Name: *(insert details)*
 Student Number: *(insert details)*
 Student Address: *(insert details)*

Dear Student,

This letter is to confirm the outcome of your recent course credit application. The RTO received your application for:

- Recognition of Prior Learning
- Credit Transfer

Your application was received and has been assessed by the CEO using the evidence you supplied and the decision has been made:

(Delete the relevant section below)

- Your application for Course Credit has been **unsuccessful**
 The reasons that your application was unsuccessful are:
(Insert Reasons)

- Your application has been **successful** and you have been granted credit in the following unit(s):
 -
 -
 -*Your enrolment has been varied to reflect the reduction in time required to complete your enrolment. You are required to contact Student Administration to confirm your enrolment details.*

You are required to confirm your notification of this decision and return the attached copy of this letter within 7 days.

If you are unsatisfied with the outcome and explanation you are able to contact Student Administration for further clarification. You are also able to contact Student Administration to access the 'Complaints & Appeals Policy and Procedure' which outlines further action that you may be able to take if you remain unsatisfied with the outcome.

Yours Sincerely,
 RTO Manager

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Student to please sign the following Declaration and return to Student Administration:

By signing this declaration the student acknowledges they have submitted an application for Course Credit (Credit Transfer / Recognition of Prior Learning) and the Registered Training Organisation (RTO) has assessed this application within the guidelines of Credit Transfer or Recognition of Prior Learning.

I _____ agree that the following has occurred:

- I have placed an application for course credit (Credit Transfer / Recognition of prior learning)
- I have been informed of the outcome of this application including any effect that it has on my enrolment duration)
- I have received notification that I can access the complaints and appeals policy and procedure if I am unsatisfied with this decision

Student Name

Student Signature

Date

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