

RECOGNITION OF PRIOR LEARNING POLICY

SCOPE

This policy outlines the conditions in which and the process by which Recognition of Prior Learning (RPL) can be accessed and assessed by students who feel that their prior experience outside of the classroom may contribute to their ability to achieve outcomes for units of competency. This is distinct from credit transfer, which is the practice of recognising competency for equivalent units already studied.

OVERVIEW

Recognition of Prior Learning is a form of skills recognition. It is an integral component of the vocational education and training system in Australia.

Recognition of Prior Learning involves granting full or part qualifications to people who have earned skills and knowledge through:

- formal or informal training and education
- work experience
- general life experience
- any combination of the above.

The assessment benchmarks for recognition of prior learning are the same as those required for training. However, the assessment process can be quite different. Recognition of Prior Learning assessment may involve:

- work samples or photos of work samples
- practical demonstrations
- assessment interviews
- references and support from supervisors
- training certificates
- performance reviews.

Recognition of Prior Learning:

- avoids duplication of training, maximising the value of vocational education and training expenditure
- provides pathways to higher qualifications for people who may not have had previous access to training
- creates a learning culture by valuing and recognising learning that has occurred in the workplace
- builds self-esteem by valuing and recognising the skills of individuals

POLICY

RPL will be available to students in accordance with need; and may be undertaken any time.

Fitzroy Learning Network will ensure students are fully and clearly informed about the availability of Recognition of Prior Learning (RPL) and the assessment process involved prior to the commencement of study, during the enrolment interview.

Any student who feels that their prior experience is equivalent to the units being offered for study may request to be assessed for RPL.

PROCEDURE

Please follow the steps below to conduct an RPL assessment.

Key documents:

RPL Application Form
PTR Document
Academic Dishonesty and Appeals Policy
Student Grievance Form

- At interview, after determining which qualification a student will be placed in, students will be informed about RPL, and asked if they wish to put in an application for RPL.
 - If they wish to undertake RPL, please furnish them with an RPL application form. They may require your assistance to complete it.
 - Inform the student that they will need to create a portfolio of evidence to submit for the RPL application, that proves they can meet the requirements of the unit. See RPL overview for an idea of what might be required.
 - The Accredited Training Manager, together with a person qualified to deliver the course will meet with the applicant to assess competencies.
 - The assessment will be conducted as specified in the Curriculum Training Package and the assessment strategies developed for that course.
 - The RPL assessment form will be completed and signed by all assessors.
 - Students who are assessed as having the required competencies will be provided with a Statement of Attainment for those competencies, which will then count toward the completion of the qualification in its entirety. Students will only be charged fees for the units in which they will undertake classroom study.
 - RPL is only to be provided for complete units of competency and as prescribed by the relative framework.
 - The RPL process will also include appropriate training for staff. If staff are unable to conduct RPL they will endeavour to locate an alternative service for the procedure.
 - NOTE: If a student wishes to appeal an RPL decision, please refer them to the academic dishonesty policy and student grievance form.
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