

# Recognition of Prior Learning

## 1 Policy Statement

- 1.1 The RTO is committed to providing up to date and relevant Recognition of Prior Learning (RPL) information to all students at enrolment and whilst enrolled.

## 2 Scope

- 2.1 This policy applies to all students

## 3 Responsibility and Accountability

- 3.1 It is the responsibility of the RTO Compliance Officer to ensure the correct application of this policy. The Training Coordinator is responsible for ensuring the RPL applicant receives the necessary documentation.

## 4 Procedures

### RPL

- 4.1 On receipt of an RPL enquiry, training staff will direct the potential RPL client or enrolled student to the RPL application pack available from the Training Coordinator.
- 4.2 The Training Coordinator will ensure that the RPL application pack contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statements of attainment or qualifications.
- 4.3 On receipt of an RPL application, the Training Coordinator will issue a receipt for the RPL fee and provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.
- 4.4 On receipt of a completed RPL Evidence Guide and portfolio, the Training Coordinator shall record the date of receipt in student database and request training staff to process the portfolio and make a decision about whether the candidate is eligible for RPL.
- 4.5 On receipt of an RPL assessment judgment as to whether the candidate's prior learning is recognised, the Training Coordinator shall record the decision on the RPL Process Log. The candidate will then be offered an assessment only pathway and undergo a full formal process to gather authentic, current, valid and sufficient evidence in line with clause 1.8
- 4.6 The Training Coordinator shall provide copies of completed RPL Evidence guides and place in the student file.
- 4.7 Once assessment has taken place, all competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.

## 5 Related Standards (for related Legislation see Parent Policy)

Standard 1.12

Standard 1.8

**6 Related Procedures, Manuals & Guidelines**

**7 Related Forms**

RPL Application Pack