

Preamble

This procedure addresses Recognition of Prior Learning (RPL) in the context of formal training programs recognised in the Australian Qualifications Framework.

RPL is a process that allows the competencies that a student already possesses to be recognised. This is to avoid unnecessary training. Recognition of prior learning suits people who have industry relevant:

- work skills or knowledge
- paid or unpaid work experience
- life experience
- community work experience

This procedure does not apply to RPL where units completed are deemed equivalent to units being applied for. See Procedure – RPL/Credit transfer.

Responsibility

RTO Manager
 Trainer/assessors
 Administration officer

Procedure

Guideline	Responsibility	Timeline
Briefly discuss the RPL process and requirements of successful RPL with the applicant.	RTO Manager	Prior to commencement of assessment process.
Appoint an assessor to complete the RPL assessment.	RTO Manager	
Interview the candidate to discuss their experience that relates to the unit(s) of competence. <ul style="list-style-type: none"> • The purpose is to find out what they know and have done, and in what context. • It gives an immediate indication of whether the candidate has sufficient basis on which to proceed with the RPL application. 	Trainer/assessor	Within 14 days of being informed of the application.

<p>Negotiate evidence that would verify the claims made during the interview, mapping during the conversation.</p> <ul style="list-style-type: none"> • Ask the candidate what evidence they have to substantiate their claim to know and be able to do things. • Negotiate and agree to what they will collect and present for assessment. • Map during this conversation – gaps will become evident. 	<p>Trainer/assessor</p>	<p>Within 14 days of being informed of the application.</p>
<p>Identify possible gaps and negotiate how those will be addressed, e.g. skills or knowledge assessment. The gaps should be from a lack of evidence only and training should not be required to bridge the gaps.</p>	<p>Trainer/assessor</p>	<p>Within 14 days of being informed of the application.</p>
<p>Agree to a submission and gap assessment date.</p> <ul style="list-style-type: none"> • Put a time limit on the collection of evidence. 	<p>Trainer/assessor</p>	<p>Within 14 days of being informed of the application.</p>
<p>Review the evidence supplied by the candidate.</p> <ul style="list-style-type: none"> • Check that what was agreed has been submitted. • Confirm that evidence provided is genuine/authentic • Undertake required gap assessment 	<p>Trainer/assessor</p>	<p>Within 7 days of receipt of the evidence.</p>
<p>Confirmation of content validity – confirm that all components of the unit have been addressed.</p> <ul style="list-style-type: none"> • Elements and performance criteria • Performance evidence • Knowledge evidence • Assessment conditions 	<p>Trainer/assessor</p>	<p>Within 7 days of receipt of the evidence.</p>
<p>Make an assessment decision based on</p> <ul style="list-style-type: none"> • Content validity • Currency of the evidence • Authenticity of the evidence • Sufficiency of evidence 	<p>Trainer/assessor</p>	<p>Within 7 days of receipt of the evidence.</p>
<p><i>Has the applicant provided enough evidence to demonstrate competence against the specified elements of competency?</i></p>		

YES		
Inform the applicant that they are exempt from assessment against the specified elements of competency.	Trainer/assessor	Upon successful RPL assessment.
Provide assessment evidence to administration for resulting.	Trainer/assessor	
Record the RPL assessment outcome on the student management system.	Administration officer	
File assessment evidence in the applicant's file.	Administration officer	
NO		
Inform the applicant that their application for RPL has not been accepted and they are therefore required to undergo assessment against the specified elements of competency.	Trainer/assessor	Upon unsuccessful RPL assessment.
Provide assessment evidence to administration for resulting.	Trainer/assessor	
Make a note of the unsuccessful RPL assessment on the student management system and upload evidence as a record of the process.	Trainer/assessor	