Recognition of Prior Learning Policy

1. Scope

This policy is to inform prospective students about Recognition of Prior Learning (RPL) process which is formal recognition of knowledge and skills acquired through life experience, employment, previous study and training.

2. Purpose

This policy ensures an enrolling applicant is informed with accurate information to apply for an RPL with A Grade Education and Training in a fair and equitable manner for the formal and informal learning. Agrade Education and Training is committed to providing quality training and assessment and ensures that assessment including RPL complies with assessment requirements of Training Packages, Principles of Assessment and Rules of Evidence.

Definitions

What is recognition?

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal, non-formal and information learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a VET qualification.

The recognition of prior learning (RPL) process will be offered to and explained to all relevant students. All students will have access to A Grade Education and Training's RPL policy which is contained in our student handbook and ais available on request.

3. Guidelines

- Recognition of Prior Learning is available for all courses and all students are offered the opportunity to participate in RPL upon enrolment.

- A streamlined RPL process has been developed which requires the students to make a self-assessment of their skills, participate in an interview with an assessor, provide documentary evidence and demonstrate practical skills where relevant.

- In accordance with the requirements of the Standards for Registered Training Organisations (RTO), A Grade Education and Training provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

Recognition of Prior Learning Policy

- Recognition generally takes two forms: recognition of prior learning, which is the focus of this policy, and national recognition which is dealt with in the National Recognition section of this manual. For the purposes of this policy, recognition of prior learning will be referred to simply as recognition.

Procedure

a. RPL application

- At any stage during the enquiry or enrolment process, a student may indicate they wish to apply for RPL;

- Determine initial suitability for RPL based on the student's experience in industry and previous training, overseas qualifications etc;

- If considered suitable for RPL, the students are given an *RPL Kit.* This will allow the student to make an initial self-assessment of their skills and knowledge and identify any evidence they may be able to provide of their skills;

- Student's expressing an interest in RPL but who, based on their experience and initial discussion with A Grade Education and Training, are not considered to likely be suitable for RPL may still go through the self-assessment process;

- A student completing an initial self-assessment against the units/qualification they are seeking RPL for. This self-assessment process will help them decide whether RPL is a suitable pathway. Further guidance about how to use the self-assessment is outlined in the *RPL Kit.* During this phase, the student may also wish to discuss the process with a Trainer/Assessor who will be made available to them by A Grade Education and Training;

- The student should then return the completed self-assessment along with the RPL course credit application form.

- The application fee is $275 is non-refundable and must be paid upon receipt of application before application can progress to the Trainer/Assessor. A Grade's RTO Administrator will contact the applicant on receipt of the application and process payment via credit/debit card or ask for a receipt of direct payment into the college's bank account as per the bank details on the application form.

Recognition of Prior Learning Policy

b. Review of RPL application

- The application will be reviewed to determine whether the self-assessment and evidence listed by the learner demonstrates suitability for RPL for the units applied for;

- If suitable, the Trainer/Assessor will contact the student to make arrangements for first interview;

- The Assessor may request further information from the student at this stage.

c. Initial interview

- The assessor will review the information supplied by the student for each unit of competency;

- Then, the assessor will use the interview as a time to make a preliminary judgment about the learner's skills and knowledge against each unit. A range of questions will be asked to the learner in order to identify its broad level of competency.

- During this conversation the Trainer/Assessor and student will decide on which units RPL should be continued for and work out a plan for the evidence to be collected by the student prior to next meeting;

- The learner will complete an RPL course credit application form at this stage if continuing with RPL process.

d. Contact professional referees

- The professional referees should be contacted to confirm the learner's skills, work experience and knowledge;

- Records of the conversations are to be kept in the appropriate section in the *RPL Assessors Kit;*

- The assessor may require that the learner provides further information or evidence in relation to the conversations held with the referees.

e. Interviews and practical assessments

- Further interviews will be conducted with the Student in order to cover the questions in the *RPL Assessors Kit*;

- Practical assessments will be made in the workplace to assess on-the-job skills;

- The Student will also provide further evidence to support their history and experience;

Recognition of Prior Learning Policy

- A decision about whether RPL will be granted for each unit is made and recorded in the RPL Assessor's Kit;

- Arrangements for gap training are made if required.

f. Feedback

Feedback is collected from each RPL candidate using the *RPL Candidate Feedback Survey* to be collected in line with the *feedback procedures*.

a) Appealing recognition outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on the appeals process is available at section three.

Recognition Procedure

The following procedure is to be applied by A Grade Education and Training upon receipt of an application for recognition:

Step 1 - Provide sufficient information to prospective students to inform them of opportunities for alternative pathways via recognition and the recognition process.

Step 2 - Students who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application Self-Assessment Guide. This step is not compulsory but is strongly suggested. The student should be provided an electronic version of the RPL application documents.

Step 3 - Undertake a recognition assessment planning interview between the assessor and the candidate using the Recognition Assessment Plan. This is to include where possible:

- Helping the candidate to identify appropriate forms of evidence;

- Guiding the candidate on the use of recognition tools; and

Recognition of Prior Learning Policy

- Informing the candidate about the assessment process.

Step 4 - Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required.

Step 5 - The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

Step 6 - If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process which can be found in the Student Information Booklet or policy and procedure manual.

Step 7 - When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with A Grade Education and Training Qualifications Issuance policies and procedures.

Relevant policies and forms:

- Access & Equity Policy
- Complaints and Appeals Policy
- RPL Course Credit Application Form
- RPL Flow chart