Marymount College

Procedure

Recognition of Prior Learning

Relevant clauses: 1.8 & 1.12

1. Introduction

The purpose of this procedure is to detail the process to be followed for advising students of and assessing Recognition of Prior Learning (RPL).

2. Scope

This procedure covers all RPL assessments conducted by the RTO.

The objective of this procedure is to ensure that all students are advised about RPL, given the opportunity to apply for RPL and granted where appropriate.

3. Definitions

Standards for Registered Training Organisations (RTOs) 2015 is a set of nationally agreed quality assurance arrangements for training and assessment services delivered by Registered Training Organisations (RTOs).

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);

b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and

c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

4. Roles and responsibilities

The *Chief Executive Officer* (Principal) is responsible for:

- Ensuring the correct implementation of this procedure.

The *RTO Manager* is responsible for:

- Informing Trainers and Assessors as well as Heads of Faculty about the process of RPL
- Ensuring RPL information is included in the Student Handbook that is provided to students upon commencement of the course;

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- Ensure students receive information regarding RPL (and how to appeal a decision) in their student induction as well as reminding students of this process at the start of each calendar year;
- Maintaining generic RPL application templates; and
- Maintain an RPL Application Register to track all applications made by students.

The *Head of Faculty* is responsible for:

- Providing assistance to the Trainer and Assessor in adapting the generic RPL application templates to produce qualification specific materials;
- Reviewing and approving the completed qualification specific RPL materials after they have been submitted by the Trainer and Assessor.

The *Trainer and Assessor* is responsible for:

- Ensure the student is informed about RPL at the commencement of the course along with the Complaints and Appeals Policy and Procedure;
- Provide the student with a copy of the RPL application forms;
- Assist the student in interpreting the RPL application requirements;
- Conduct the RPL assessment;
- Notify the student of their outcomes from the RPL process;
- Develop and assess any alternative methods of assessment required as a result of an RPL application;
- Notify the student of any gap training required as a result of the review of their application;
- Update the student's records if RPL is granted and notify the RTO Manager to update the RPL Application Register;
- Retain documented evidence of the assessment process in line with the Retention of Student Records Procedure.

5. Procedure

At the commencement of the school year a Student Induction will be conducted by the RTO Manager and/or Trainer and Assessor and included in this process will be information about Recognition of Prior Learning (RPL) and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager.

Students will be informed about:

- What RPL is;
- All students will have access to, and be offered RPL;
- The application forms used for RPL and the types of evidence that could be presented;
- The process that will be followed for RPL; and
- Appealing assessment decisions for RPL.

A VET student seeking RPL will be provided with a copy of a RPL application form by their relevant Trainer and Assessor along with receiving support and assistance to interpret the documentation and compile the evidence required.

Once the student has submitted the required evidence the Trainer and Assessor will examine the evidence provided and make an assessment judgement. If there are gaps the Trainer and Assessor

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will inform the student of the gaps and the required training and assessment that will need to be undertaking to address these gaps. The Trainer and Assessor will clearly document the assessment decision using the qualification specific documentation that is to be retained in accordance with the Retention of Student Records Procedure.

The student tracking sheet used for recording results will be updated by the Trainer and Assessor recording the result as 'RPL' for units that were granted full RPL. These results will then be provided to the SDCS Operator at the scheduled intervals for recording on the AVETMISS compliant software.

The Trainer and Assessor must inform the RTO Manager of the application and result and the RTO Manager will record this in the RPL Application Register.

6. Records and documentation

RPL Application Form template

RPL Application Register

Complaints and Appeals Procedure

VET Student Handbook

Retention of Student Records Procedure

Qualification specific RPL application information

Student tracking sheet

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