

**POLICY No: 45**

## 1. Purpose

The purpose of the Recognition of Prior Learning (RPL) Policy and Procedure is to ensure that Yarrowonga Mulwala Community & Learning Centre (YMCLC) RTO 21765 implement a process whereby students can seek assessment for Recognition of Prior Learning (RPL) and Credit Transfer (CT).

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- Standard 1.12; and
- Standard 3.5

## 2. Policy

Yarrowonga Mulwala Community & Learning Centre is committed to providing all existing and potential students with a fair and accessible process for an RPL assessment pathway. RPL involves the assessment of previously unrecognised skills and knowledge that candidates hold. The RPL process assesses this unrecognised learning against the requirements of a qualification or a unit of competency standards.

Recognition of Prior Learning (RPL) is the formal recognition of knowledge, skills, attitude and expertise from previous work or life experience, for which a student may receive credit for a course of study or unit of competency. RPL requires a student to provide current, quality evidence to support their ability to perform to the relevant national standard. RPL is about recognising the ability to apply skills and knowledge in the workplace to the required standard, irrespective of how the learning occurred. RPL is another form of assessment.

Credit Transfer (CT) is a process by which students can have previously completed competencies credited towards a course in which they have enrolled. Students can seek recognition for a single unit of competence, a cluster of related units of competencies or an entire qualification.

## 3. Procedures

Yarrowonga Mulwala Community & Learning Centre will inform students of the RPL and Credit Transfer process through information provided in the Student Handbook and discussion at the Pre-Training Review stage.

### 3.1 Student request for RPL or Credit Transfer

Students will be required to apply for their selected course before applying for RPL or Credit Transfer. During the Pre-Training Review stage, students can request RPL or Credit Transfer application. They will receive detailed information regarding the process, evidence required and associated costs to enable them to meet the standard required by Yarrowonga Mulwala Community & Learning Centre.

The application for credit transfer must include verified copies of original documentation (such as qualification testamurs, statements of attainment and certificates). Documentation submitted will be assessed to ensure they

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meet AQF and Standards for RTOs 2015 for authenticity, completeness, and compliance. If authenticity is questionable, the issuing RTO will be contacted for verification. Should the unit of competency/ies applied for Credit Transfer not directly match those in the enrolled course, the student will be advised of the RPL process.

Once authenticity has been verified using the YMCLC “Verification of Authenticity Form”, the LMS and SMS will be updated to reflect the credit transfer for the relevant unit of competency.

### 3.2 Applicant Self-Assessment

The student will be provided with the RPL Application Pack, which contains information about gathering a portfolio of evidence and how to upload this into our online platform “RPL Assess”. The onus is on the applicant to provide sufficient evidence to verify their competency and support the application. The purpose of the portfolio is to have documentary evidence of the knowledge, skills and experience that an applicant possesses, in order to determine the nature and scope of assessment the application will undergo.

This evidence may include, but not be limited to:

- Work records
- Records of workplace training
- Records of previous qualifications
- Assessments of current skills and knowledge
- Record of competency conversation
- Third party reports from current and previous supervisors or managers
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Observation by an assessor in the workplace
- Performance appraisal
- Duty statements and resumes

### 3.3 Assessment of Evidence

Assessment of an RPL application will be completed by a qualified Assessor, using the RPL Assess platform. In assessing for RPL the assessor will:

- Identify what the applicant knows and can do
- Match the applicant’s skills, knowledge, and experiences to specific qualification standards
- Assess the applicant’s ability against those standards
- Credit the applicant for their skills, knowledge, and experience
- Record future learning needs

The Assessor must be satisfied that the evidence presented and gathered indicates that the student is currently competent against the endorsed unit of competency.

The Assessor will be required to determine the following:

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## RECOGNITION OF PRIOR LEARNING (RPL)

- Authenticity of the evidence
- Validity – does it directly relate to the relevant endorsed unit of competency?
- Is the student able to demonstrate consistency in meeting the units of competency?
- Does the student have current, relevant knowledge?
- Volume of evidence – does it cover the full range of elements in the relevant unit of competency?

Each piece of evidence uploaded to RPL Assess by the applicant will have a numerical value or “weighting” placed on it, and Assessors will be required to make clear and accurate notes to support their assessment decision and professional judgement.

### **3.4 Competency Conversation**

The Assessor will contact the applicant to arrange an informal conversation regarding the evidence uploaded to RPL Assess. This is flexible and can occur face-to-face or via telephone or TEAMS meeting. The aim of this conversation is for the assessor to validate the evidence the applicant has uploaded as being true and accurate and to ask any follow up questions they may have.

### **3.5 Feedback to Applicant**

At the completion of the assessment process, the Assessor will advise the student of the outcome of the assessment. Where RPL is “Granted”, this information is communicated in writing to the participant within 10 business days of completion of the RPL assessment, and the qualification/statement of attainment will then be issued. Where further evidence or gap training is required, the applicant will be notified in writing within 10 business days of completion of the RPL assessment. Applicants can upload further evidence to RPL Assess or undertake gap training to complete competency. If the applicant does not wish to complete the above-mentioned options, then the application will result as “RPL Not Granted”.

In all cases, a copy of the completed application form will be placed on the student’s file. Evidence uploaded to RPL Assess will remain accessible, along with any notes made by the Assessor.

Assessment results will be applied to the student’s training plan and entered into the Student Management System.

## **4. Appeals**

Where the outcome of the RPL application is “Not Granted” and the applicant is unhappy with the outcome, they should attempt to resolve the matter informally. Where the outcome remains unresolved following informal discussions, formal procedures outlined in the Complaints and Appeals Policy should be followed accordingly.

The request for an appeal must be lodged in writing using the Complaints and Appeals form no later than 10 business days from notification of the outcome of the application.

## **Approval and Review Details**

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## RECOGNITION OF PRIOR LEARNING (RPL)

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Executive Officer
Advisory Committee to Approval Authority	Board of Management
Administrator	Training Manager
Next Review Date	November 2024

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	11.4.2023 – approved by BOM
Amendments and Date	27.07.2022 Addition of reference to Verification of Authenticity Form

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