

VET Recognition of Prior Learning

Procedure

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Procedure owner:	Director Education
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Related policies and documents:	Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning and the Standards for Registered Training Organisations 2015; VET Credit Transfer Policy; VET Credit Transfer Procedure; VET Recognition of Prior Learning Policy, Higher Education Recognition Policy; Higher Education Recognition Procedure; Referee Confirmation Report; RPL Client Register

Purpose

To ensure that the Institute provides a mechanism for students to have their prior learning – formal, non-formal or informal, to be assessed for entry to and/or partial or total completion of a qualification.

To ensure the recognition of prior learning assessment process subscribes to the principles and rules of assessment.

To ensure that students who have achieved the required learning outcomes, competency outcomes or standards expressed in a unit of competency will not be required to undertake that unit of study.

Procedure

- The respective Student Management Centres within the Institute are responsible for providing initial information on RPL to applicants. The information pack, including Pre-Training Review, will include an application form, information on the application process, evidence requirements, fees and charges and contact details of Department Coordinator of RPL.
- Information on RPL is also provided by the Student Management Coordinators and/or Program Leaders during student inductions and orientations.
- All enquiries for Recognition of Prior Learning (RPL) will be directed by the Student Management Centre to the relevant Department Coordinator of RPL.
- RPL applicants will be directed by the student management centre to send their resume and academic transcripts via email to Department Coordinator of RPL.
- Department Coordinator of RPL completes the RPL application form based on the resume.
- The Department Coordinator of RPL is responsible for providing further information, assistance, and suitability for undertaking the RPL process and support each applicant. The applicant is contacted by phone or email to discuss the RPL process and fees involved and an interview arranged.
- The Department Coordinator of RPL Interviews the RPL candidate and guides them through the process of putting together electronic portfolio and shows sample portfolios.
- The Department Coordinator of RPL at Interview with RPL candidate sets dates for e-portfolio submission and follow up interview.
- The Department Coordinator of RPL will liaise with SMC to check RPL candidate, completion of online enrolment, LLN test and payment of fees or application of VET fee loan.
- The Department Coordinator of RPL will provide the applicant with relevant information for which RPL is sought to reflect the appropriate unit/s of competency or qualification.

- The RPL Candidate will need to complete the following :
 - Summary of evidence (the primary mapping document of candidates evidence)
 - Valid documentary evidence typically includes, but out of fairness and flexibility for the individual candidate's needs, experiences and characteristics, is not limited to one or more (as is deemed sufficient by the Assessor) of the documents listed in Table 1 below.

Table 1: Valid Documentary Evidence for Assessing RPL*

Document Category	Document
Human Resources and Payroll	Taxation Pay Summaries; Position/Job Descriptions; Performance Reviews and Appraisals; Rosters; OH & S Reports
Business Operations Policies and Procedures	Event Running Sheets; Tourism itineraries and costings; Standard Operating Procedures; Sequence of Service ,Workplace Policies and Procedures Developed by Candidate; Recipes and Menus
Financial	Profit and Loss Reports; Budgets; Stocktake Reports
Customer Feedback	Emails, Social Media Posts; Customer Survey Reports,
Management	Marketing and Business Plans; Management Reports;
Other	Letters of Reference from Workplace Supervisor, Industry Partners or Suppliers;

*All third-party documents are governed by stringent confidentiality policy and stored in a secure file not for distribution

- Candidates need to write personal unit statements explaining their experiences, skills and knowledge and workplace examples relevant to the requirements of the unit of competency. This is an opportunity for candidate to provide the Assessor with detailed information about tasks, duties and responsibilities that may not be evident from the resume and/or position description.
- The student will complete the appropriate documentation and gather evidence to support their application and submit via USB or email in the form of an e-portfolio.
- On completion of the evidence gathering, the student submits the RPL e-portfolio to the designated Department Coordinator of RPL.
- The Department Coordinator of RPL will review the e-portfolio to ensure all documentation is provided.
- The Department Coordinator of RPL forwards the completed evidence portfolio to the relevant Assessor (if the Department Coordinator of RPL is not the Assessor).
- The Assessor will review the evidence portfolio, requesting further evidence if required, and contact the candidate explaining the assessment process and parameters for assessment and notification of the outcome.
- The Assessor will contact referees to verify and authenticate the candidates' skills and knowledge and complete the Referee Confirmation Form.
- The Assessor will return the e-portfolio to the Department Coordinator of RPL along with a written report detailing the outcome of the assessment.
- An Assessment report will be sent via email to Candidate detailing units achieved in competency. The Course Program Leader and Department Coordinator of RPL will have already signed this report which the candidate must sign & return via email.
- On receipt of the signed report, the results are recorded into the Student Management System by Department Coordinator of RPL.
- If the Candidate is applying for a whole qualification, a certificate will be requested, which takes approximately 4-6 weeks to be printed and signed and posted.
- The Progress of RPL application is tracked by entry in the RPL Client Register by the Department RPL coordinator.