

VET Recognition of Prior Learning

Procedure

Code and version control:	VET04/25-07-2024
Procedure owner:	Director Education
Date approved by EGC:	1 October 2024
Date approved by CEO:	25 July 2024
Scheduled review date:	25 July 2027
Related policies and documents:	Australian Qualifications Framework Second Edition 2013 Standards for Registered Training Organisations (RTO's) 2015, or successor National Principles and Operational Guidelines for Recognition of Prior Learning VET Funding Contract Skills First Program VET Credit Transfer Policy and Procedure VET Recognition of Prior Learning Policy Referee Confirmation Form RPL Client Register Records Retention and Disposal for Teaching Areas Procedure Privacy Policy

Purpose

To ensure that William Angliss Institute (WAI) provides a mechanism by which vocational education and training (VET) students may have their prior learning, formal, non-formal or informal, 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 Student Management Office is responsible for providing initial information on recognised prior learning (RPL) to applicants. The information pack, including VET Pre-Training Review, will include an application form, information on the application process, evidence requirements, fees and charges and contact details of a 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 RPL will be directed by the Student Management Office to the relevant department coordinator of RPL.
- RPL applicants will be directed by the Student Management Office to send their resume and academic transcripts via email to the department coordinator of RPL.
- The department coordinator/assessor of RPL is responsible for providing relevant information for which the RPL is sought to reflect the appropriate unit/s of competency or qualification, assist the applicant to determine 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 is arranged.

- The department coordinator/assessor of RPL will liaise with the Student Management Coordinator to check the RPL candidate's completion of online enrolment, LLN (Language, Literacy and Numeracy) test and payment of fees or application of VET fee loan.
- The department coordinator/assessor of RPL interviews the RPL candidate and guides them through the process of putting together a portfolio, including providing sample portfolios.
- The department coordinator/assessor of RPL at an interview with the RPL candidate sets dates for portfolio submission and a follow up interview.
- The RPL Candidate will need to complete the following:
 - Summary of evidence (the primary mapping document of the candidate's 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 a 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 a Workplace Supervisor, Industry Partners or Suppliers

*All third-party documents are governed by stringent confidentiality requirements and are 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 a 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 a portfolio.
- The department coordinator/assessor of RPL will review the portfolio to ensure all documentation is provided.
- The department coordinator of RPL will forward the completed portfolio to the relevant assessor (if the department coordinator of RPL is not the assessor).
- The assessor will review the 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 candidate's skills and knowledge and complete the Referee Confirmation Form.
- The assessor will return the 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 the 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 (SMS) by the 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 an RPL application is tracked by entry in the RPL Client Register by the department coordinator of RPL.

Retaining completed assessment

All documentation relating to a student's RPL application and assessment must be digitally stored in Moodle in order to meet WAI's obligation as outlined in the Standards for Registered Training Organisations (RTO's) 2015 Standard 8.1: the RTO cooperates with the VET Regulator in the retention, archiving, retrieval and transfer of records, including evidence collected for an RPL process.

The retention period is:

- for a period of six months from the date in which the judgement of competence was made; or
- The duration of the student's enrolment – whichever period is longer.

The Records Retention and Disposal for Teaching Areas Procedure provides further details in respect to mandatory minimum retention requirements for records for VET Funding Contract Skills First students.