Recognition of Prior Learning

Purpose

ABC Licence Training has established this policy in accordance with the Standards for Registered Training Organisations 2015 to provide its learners with the opportunity to apply for recognition of prior learning or RPL as it is commonly referred to in this policy. RPL acknowledges skills and knowledge which may have been obtained through an informal learning experience such as work experience which includes paid and volunteer work or life experiences or previous studies.

All learners (where applicable) have the right to access RPL.

Scope

This policy is applicable to all current and prospective students of ABC Licence Training who seek recognition of prior learning. This policy is applicable to complete scope of ABC Licence Training.

Policy

As part of RPL assessment, the existing skills and knowledge will be assessed against industry standards by a qualified assessor. At ABC Licence Training, the granting of RPL will be established and maintained in accordance with:

- AQF National principle and operational guidelines for Recognition of Prior Learning Procedure
- Standards for Registered Training Organisations (SRTOs 2015).

RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

Assessment will be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40116) or equivalent and meets the requirements as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and the relevant schedules (Schedule 1). The submission of an application for RPL does not

guarantee that an exemption will be granted. RPL fees are dependent on the application and are charged in addition to the tuition fee. Learners are advised to contact ABC Licence Training to receive the exact cost involved for RPL assessment.

Process

- ABC Licence Training will provide RPL advice and a copy of the RPL guide to the candidate. A copy is also available on the ABC First Aid website. A designated assessor will provide the candidate with information on the RPL process, required evidence, unit contents and RPL fee.
- The learner will be required to complete the RPL application form and attached all the required evidence. A combination of formal and informal education and training, work experience and general life experiences can be used to determine prior learning. In evaluation assessment evidence, ABC Licence Training will ensure that the rules of evidence are sufficient, valid, authentic, and current. Acceptable forms of evidence may include but is not limited to work records, resume, records of previous formal training, videos or internal examples, observation by an assessor in the workplace, reports or letters from current and previous supervisors.
- The student will be required to pay the RPL fee and lodge the application along with all the evidence to the nominated RPL assessor.
- ABC Licence Training will acknowledge the application in writing via email to the student.
- ABC Licence Training nominated assessor will assess the request and determine eligibility using the RPL application form. If required, the candidate maybe asked to provide a verbal or written evidence of competency.
- ABC Licence Training will grant the RPL if eligible.
- If the ABC Licence Training assesses the application as not successful, detailed responses will be documented on the form and the student will be advised in writing of the same.
- Copies of all documents provided as evidence will be stored in accordance with the records management policy.
- If successful, ABC Licence Training will update student records on the student management system using appropriate codes to recognise RPL and will be reflected in the Statement of Attainment issued to the student.
- If unsuccessful, the student will be advised if their right to appeal the decision.

Management Action and Responsibility

The appropriate delegate and third-party providers are responsible for the effective implementation of this policy. The CEO has overall responsibility for the implementation and review of this policy and procedure. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer.

Definitions

- **RPL**: Recognition of Prior Learning means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences 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.
- **Units of Competency**: A unit of competency means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.
- **Assessors**: Are persons who assess a learner's competence in accordance with Clauses 1.13 to 1.16.
- **Competency**: Means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Legislative Context

The legislative base for this policy is as follows:

- Standards for Registered Training Organisations 2015
- Australian Qualifications Framework.