



# RECOGNITION OF PRIOR LEARNING RPL

**Reference:**

**Standard 1 Clause 1.12 Recognition of Prior Learning**

VERSION HISTORY

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v2.2	Oct 2018	Edits for roles in RTO
v2.1	May 2017	Change to RPL policy only.
v2.0	September 2016	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide
v1.0	July 2016	New standards for RTO's 2015

# CONTENTS

RECOGNITION OF PRIOR LEARNING (RPL) .....	4
PURPOSE .....	4
Definition: .....	4
Reference .....	4
Implementation .....	4
PROCESS .....	5
Marketing material – handbook .....	5
Marketing material – Course information .....	5
Enrolment form or Offer Letter .....	5
RPL eligibility self-assessment and interview .....	5
At Course Induction .....	5
The RPL Assessment Process .....	5
Retention of RPL evidence .....	6
For overseas students – The RPL decisions made AFTER commencement of the course will affect the study load and student visa. ....	6
Professional development for Student Services staff and Assessors .....	6

## RECOGNITION OF PRIOR LEARNING (RPL)

### PURPOSE

Skyline International College undertakes to make a Recognition process available to all students. This policy and the recognition application processes will be communicated on the website and RPL guides and understood by administration and trainers and assessors.

### Definition:

**Recognition of Prior Learning and Recognition of Current Competency** means we offer participants the opportunity to demonstrate competencies currently held regardless of how, when and where the learning occurred and experience, skills and knowledge was gathered such as formal or informal training and work experience. RPL is an assessment process.

### Reference

<b>Standard 1</b>	Clause 1.12 Recognition
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### Implementation

The **CEO** is responsible for policy and implementation decisions.

The **Academic Manager** is responsible for ensuring the RTO implements recognition and credit transfer policy and procedures. Where this has an impact of expected duration of study for an international student, this must be followed through as required in the National Code.

The **Trainers and Assessors** will understand and implement recognition policy and refer to the manager.

## PROCESS

### **Marketing material – handbook**

The website and pre-enrolment Information including the Handbook will include “non-technical” explanations of recognition (RPL) and how this can be followed up by the individual on the enrolment form and through student services.

We will give examples of likely RPL such as: .

- Recognition such as computer and technology non-formal training and experience that may be evidence for recognition of information technology units in a qualification

### **Marketing material – Course information**

The course specific information on the website and print material will provide details of the course and units and again state that recognition of prior learning (RPL) is available and this can be followed up by the individual on the enrolment form and through student services

### **Enrolment form or Offer Letter**

The enrolment form will include a tick box where the applicant can indicate s/he wants to apply for RPL. The standard fees are paid and the student services follow up with the applicant.

The candidate is offered a place in the course.

**For overseas students - decisions may need to be made prior to the letter of offer and confirmation of enrolment (CoE)**

### **RPL eligibility self-assessment and interview**

Student services will communicate with the student by phone and email where RPL has been requested and provide a checklist of units which is completed and returned by the applicant through a self-assessment process.

An initial RPL interview is conducted with the Academic Manager. The interview process follows procedures and RPL application process forms and the interview must confirm capacity to provide verifiable evidence and the likelihood of the candidate being able to put the RPL portfolio together.

The Academic Manager will continue this RPL eligibility process with the student till such time as it is clear how much RPL will be offered and the portfolio and interview approach.

Recognition will affect the duration of the course and the expected study load. Therefore, where the application has been made prior to confirmation of the course, the credentialing and assessment made need to be undertaken. This will be on a case by case basis.

The student will be provided with the confirmation of the RPL decision in writing.

### **At Course Induction**

Recognition of Prior Learning will be explained again at the commencement of the course with steps to follow. Induction includes a signed confirmation form that mentions RPL and is signed and files for each student.

### **The RPL Assessment Process**

The Academic Manager will allocate the RPL candidate to an Assessor.

The RPL Guide and full evidence requirement documents will be prepared and sent out to the candidate.

The RPL process is an individual assessment only pathway that is facilitated by the Assessor with the candidate. The Assessor’s role is to support the candidate following RPL procedures in the RPL Guide and

to judge the evidence submitted against unit of competency requirements and the rules of evidence which are that the evidence is current, authentic, sufficient and valid.

The recognition assessment is conducted by:

- a qualified Workplace Assessor with suitable subject matter experience, or
- by a subject matter specialist under the supervision of a qualified Workplace Assessor

### **Retention of RPL evidence**

It is important for validation and moderation policy that the RPL evidence and records of feedback and results are retained by the College. The final decisions are submitted by the Assessor to the Academic Manager and the results are checked, signed and authorised by the Academic Manager.

The portfolios, with permission from the candidate, are retained for a minimum of 6 months from the completion date.

### **For overseas students – The RPL decisions made AFTER commencement of the course will affect the study load and student visa.**

Where recognition is applied for AFTER commencement of the course, this will affect the duration of the course and the expected study load. The Academic Manager will manage the credentialing and assessment process and meet with the student to adjust the study plan.

This will be on a case by case basis. See the Duration and Expected Study Load Policy.

The student will be provided with the confirmation of the RPL and CT decision in writing.

The student's visa duration may require changes.

### **Professional development for Student Services staff and Assessors**

The Academic Manager will monitor the need for professional development concerning the recognition model and our procedures and will provide staff with appropriate training.