# Australian Leading Institute of Technology

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**CRICOS Code: 03981M**

# No.2.1.7: Recognition of Prior Learning (RPL) Policy and Procedure

## Policy Context

| This policy relates to: | |
|---|---|
| Registration Manager | Australian Skills Quality Authority (ASQA) |
| Conditions of Registration | VET Quality Framework (VQF) |
| Codes and Standards | ESOS National Code 2018 – Standard:  2.3; Standards for RTOs 2015 – Standard:  1.8;  1.12; |
| Legislation or other requirements | National Vocational Education and Training Regulator Act 2012 |

**Purpose**

The purpose of this policy and procedure is to demonstrate that ALIT is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015) and National Code 2018. As such, ALIT is required to implement an assessment system that ensures all assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited Courses.

**Objective**

The objective of this policy and procedure is to ensure that ALIT;

- Have documented procedures for the granting and recording of credits given through recognition of prior learning
- Provides a record of the RPL to the student, which must be signed or otherwise accepted by the student and then placed on the student's file.
- Indicates the actual net course duration (as reduced by course credit) in the training plan.
- Recognises that a qualification or a unit of competency or partial qualification can be obtained through training, work or life experiences, skills and knowledge gained from employment and hobbies etc.

**Scope**

This policy and procedure apply to the following stakeholders:

- ALIT Staff

- ALIT Students

**General Processes**

1. **Documented procedures**

   - Policy and procedure for granting and storing credit transfer requests and records by AQF certification documentation, or through authenticated VET transcripts issued by the CEO.

   - Student management system procedure and documentation

   - File management procedure and documentation

   The ALIT provides, either prior to enrolment or the commencement of training and assessment, current and accurate information that enables the learner to make informed decisions about undertaking training with the ALIT and at a minimum includes the following content:

   - the code, title and currency of the training product to which the learner is to be enrolled, as published on the national register

   - the training and assessment, and related educational and support services the ALIT will provide to the learner including the:

       i. estimated duration

       ii. expected locations at which it will be provided

       iii. expected modes of delivery

       iv. name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the ALIT's behalf

       v. any work placement arrangements.

   - the learner's rights, including:

       i. details of the ALIT's complaints and appeals process required by Standard 6

ii. if the ALIT, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in.

- the learner's obligations:
    i. any requirements the ALIT requires the learner to meet to enter and successfully complete their chosen training product
    ii. any materials and equipment that the learner must provide
- information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services, as applicable.

## 2. Recognition of Prior Learning (RPL) processes

- Evidence will be requested to support any claims. Some examples might include: previous formal study, job descriptions, samples of work and specific references
- A student must enrol in the unit(s) before ALIT can process the RPL application.
- A student can RPL through an entire qualification
- There is a fee involved as an RPL Assessor will need to assess the application. The Assessor must be satisfied the applicant is currently competent
- The fee for RPL will be calculated based on the number of units the applicant is applying for RPL.
    o All relevant fee information must be presented to the learner including all fees that must be paid to the ALIT, and the payment terms and conditions including deposits and refunds.
    o
    o The learner needs to be informed of their rights as a consumer, including but not limited to any statutory cooling-off period, if applicable.
    o Also, the learner's right to obtain a refund for services not provided by the ALIT in the event the arrangement is terminated early, and/or the ALIT fails to provide the agreed services.
- To apply for RPL, an RPL Kit Applicant Booklet needs to be completed

**3.  Recognition of Prior Learning (RPL)**

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. To support this type of application evidence of where and how the skills were obtained is required.

ALIT recognises the prior learning of students based on:

- Previous training, (including overseas qualifications)
  - o If the ALIT grants RPL to an overseas student, the ALIT must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
  - o If the ALIT grants the overseas student RPL or course credit that reduces the overseas student's course length, the ALIT must:
    - inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
    - report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted
- Formal study and acquisition of a Qualification and/or Statements of Attainment from another ALIT
- Practical experience in a work environment
- Projects undertaken
- Life experience

Obligations of the ALIT to the learner include that the ALIT is responsible for the quality of the training and assessment in compliance with the Standards and also for the issuance of the AQF certification documentation.

**Procedures**

|   | Procedure Steps | Responsibility | Reference |
|---|---|---|---|
| 1 | Applicants for RPL must complete the RPL Application form and submit the application to the CEO or Student Administration | CEO or Student Support Officer/ Administration<br><br>Student | RPL Application form |
| 2 | CEO must appoint a Trainer/Assessor to assess the student's existing knowledge and skills relevant to unit of competencies/ qualification | CEO and Trainer/ Assessor | |
| 3 | Trainer/Assessor must evaluate all records, application and documentation provided by the applicant | Trainer/Assessor | |
| 4 | Trainer/Assessor may ask for more evidence and/or demonstration of skills and knowledge as required | Trainer/Assessor<br><br>Student | |
| 5 | Trainer/Assessor completes the competency conversation kit with the Applicant | Trainer/Assessor<br><br>Student | |
| 6 | Trainer/Assessor reviews all of the collected evidence and documentation | Trainer/Assessor | |

| 7 | Trainer/Assessor must decide the outcome of the application | Trainer/Assessor | |
|---|---|---|---|
| 8 | The Applicant may be required to undertake gap-training if all units or contents cannot be provided through RPL | Trainer/Assessor  Student | |
| 9 | Inform the student and reduce the COE accordingly by using PRISMS software | Student support officer | |

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