

Recognition of Prior Learning (RPL) for VET courses

Policy

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Issue Date:	Issue History:
June 2015	Initial release (V1.0)
October 2016	Reviewed and updated RPL forms (V1.1)
August 2017	Reviewed and revised (V1.2) Removed Director of Quality Assurance
February 2018	Reviewed and revised (V2.0) Changed DIBP to DoHA

Policy Title	Recognition of Prior Learning (RPL) for VET courses
Purpose	To ensure that the decision to award RPL towards a Cambridge International College (WA) VET course is based on clearly defined and transparent guidelines which ensures that all students are treated equitably and through a process, which is academically defensible. Students have the opportunity to demonstrate current relevant learning to avoid repeating the same learning in the new qualification for which they seek to be enrolled.
Scope	This policy applies to all students enrolled with the VET Courses at CIC
Policy Statement	<ol style="list-style-type: none"> 1. All applications must be directed to the Director of Studies for assessment 2. Applications should be made at the time of admission, and/or prior to the commencement of the unit of study for which the RPL is being sought. If application is made after the commencement of that subject it must be no later than the end of the first week of that subject. The applicant is however required to continue to attend all scheduled classes until the written confirmation notification is received, and acceptance signed. 3. All applications will be reviewed in a timely and thorough manner in order to ensure that the applicant is well informed about their study options. 4. Formal RPL applications will be responded to within 5 working days provided that all required documents have been submitted. * 5. Informal, including non-formal RPL applications will be responded to within 14 working days provided that all required documents have been submitted.* *If a longer assessment period is required the applicant will be notified of the delay. This may be apparent during peak enrolment times 6. There is a maximum of three [3] units per RPL application with the RPL application cost of \$250.00 per application. Additional costs may be incurred if a practical and/or viva voce assessment is required. The applicant will be advised of this cost prior to the assessment. 7. RPL applications are not a guarantee of successful credit award. RPL will only be awarded if full equivalent competency is confirmed by the assessor. * The College reserves the right not to recognize part or all of any previous experience if the assessor does not have sufficient evidence to deem the applicant's knowledge and/or competencies to be at the current [within the last five [5] years, industry standard. * Once the RPL evidence is assessed there may be a requirement of further assessment through an interview, vive voce or practical demonstration. This may incur an additional cost. 8. RPL entitlements will impact the structure and duration of a qualification and

	<p>this will need to be approved by the Director of Studies. For international candidates this adjustment will be recorded via PRISMS to inform the DoHA as this will be relevant to the student visa.</p> <p>9. Applicants are required to complete the appropriate RPL application and submit all evidence for each unit of competency for which RPL is sought.</p> <p>10. All evidence must be presented in English, and if necessary certified translated transcripts provided.</p> <p>11. The RPL assessment will include the verification of the currency, relevance and authenticity of the documents submitted. It may be required that the conferring institution be contacted to validate the document/s presented.</p> <p>All Statements of service must be on official company letterhead providing contact details of the employer.</p> <p>12. After the assessment the College will provide written notification explaining the outcome of the RPL application. If the candidate is dissatisfied with the outcome he/she is able to appeal against the decision. Appeals must be made in writing within ten [10] working days of the date on the written RPL outcome notification to the applicant. Appeals are to be addressed to the Director of Studies.</p> <p>13. The application, assessment and outcome, including the appeal if present, will be recorded on the College's management system (TEAMS) and in the applicants file.</p>
Related Policy and Procedure:	Credit Transfer
Related Form	Application for formal RPL Form Application for informational RPL Form
Policy owner and delegated authority	Director of Studies Director of VET Education
Approved by	CEO
Approved Date	June 2015
Definitions	
<p>Recognition of Prior Learning [RPL]</p> <p>This is a process that assesses any prior learning which a student has successfully completed in order to determine equivalence and competence with the learning outcomes of some of the components of another course of study. This would include formal, informal and non-formal learning.</p> <p>Formal learning</p> <p>This is learning which has been achieved within an accredited qualification.</p>	

Non-formal learning

This is learning which is gained from a structured programme of delivery e.g. workshops, in-house training, short courses, but is not part of an accredited qualification.

Informal learning

This is experience which is gained through work or life experiences.

Currency

This refers to the ability to demonstrate current [i.e. within the last 5 years] industry skills, knowledge and understanding within the field of study.