

## Recognition of Prior Learning (RPL) – VET Procedure

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<b>Issue Date:</b>	<b>Issue History:</b>
June 2015	Initial release (V1.0)
November 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed
February 2018	Reviewed (V1.2)

Procedure Title	Recognition of Prior Learning (RPL) – VET
<b>Procedure</b>	<p>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>Applications should be made with the original Application for enrolment and no later than one [1] week after enrolment / the course start date.</p> <p>All evidence must be presented in English, and if necessary certified translated transcripts provided.</p> <p>All RPL fees must be paid at the time of submitting the RPL application. No application will be processed without receipt of payment.</p> <p>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>Formal RPL applications will be responded to within 10 working days of receipt of application provided that all required documents have been submitted. *</p> <p>Informal, including non-formal RPL applications will be responded to within 14 working days of receipt of application provided that all required documents have been submitted.*</p> <p>If a longer assessment period is required the applicant will be notified of the delay. This may be apparent during peak enrolment times.</p> <p>After the assessment the College will provide written notification explaining the outcome of the RPL application.</p> <p>To acknowledge acceptance of this assessment and for the RPL to be applied to your enrolment, the student will need to sign acceptance of the RPL assessment indicating understanding and agreement of the RPL.</p> <p>If the student does not agree with the outcome of the assessment he/she is able to appeal against the decision. Appeals must be made in writing within five [5] working days of the date on the written RPL outcome notification to the applicant. Appeals are to be addressed to the Director of Studies. The Appeals policy will be followed at this point.</p> <p>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> <p>Recognition of Prior Learning will be appear as RPL on your final certification/s and statement of achievement or attainment against the relevant unit code/s.</p>
<b>Related Procedure:</b>	RPL Policy [VET] Credit Transfer Policy

<b>Related Forms:</b>	Application for Recognition of Prior Learning (Formal Learning) Application for Recognition of Prior Learning (Informal Learning)
<b>Procedure ID:</b>	VET-AC- 1.1
<b>Procedure Owner:</b>	<b>Director of Studies (Melbourne and Perth)</b> <b>Director of VET Education</b>
<b>Approved by:</b>	CEO
<b>Approved Date:</b>	August 2014

### Definitions

#### **Recognition of Prior Learning [RPL]**

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.

#### **Formal learning**

This is learning which has been achieved within an accredited qualification.

#### **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.