



Recognition of Prior Learning Policy and Procedure (V3)

Date	Action	Version
23 October 2015	Policy developed and approved	1.0
02 June 2017	Review	1.0
20 October 2019	Update	2.0
30 December 2020	Update	3.0
Dec 2021	Review	

Responsibility for Implementation: The Head of Trainers

Authority: Approved by PEO

1. Purpose

This procedure explains the process of applying for and granting Recognition of Prior Learning (RPL) and the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

2. Definitions

Recognition of Prior Learning is the formal acknowledgement of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience. It is essentially an assessment only pathway in the VET system.

3. Responsibility

The Management Team is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

4. Requirements

Recognition of Prior Learning must be structured to minimize the cost and time to applicants whilst retaining the integrity required by the AQTF to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents.

The provider must ensure that any applicant for Recognition of Prior Learning is provided with Information about the competencies and performance criteria relevant to their Recognition of Prior Learning application Adequate information and support to enable them to gather reliable evidence of competency.



Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.

A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.

It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes.

Students who are eligible for credit transfer must not be required to undertake an RPL process. Please refer to the credit transfer procedures.

Students undertaking training are able to apply to for:

- Recognition of Prior Learning (RPL);
- Recognition of Qualifications issued by other RTO's (Credit Transfer and National Recognition).

These exemptions may be granted when all the stated learning outcomes and performance criteria of the training courses have been shown to be met. This policy is designed to guide applicants through the various steps that are involved in the process.

RPL can be applied for at the beginning of a course. Students cannot apply for RPL at the end of their course.

To prepare for RPL, the student should indicate his/her decision to apply for recognition as soon as possible at enrolment or after the induction and orientation program.

5. Evidence for RPL

The students can obtain a copy of the RPL Procedure and Application Form from the Reception, and then decide which unit(s) they want to apply for RPL for. Students are required to provide evidence of previous and current formal education and training in that unit. Evidence includes:

- Copies of certificates, qualifications achieved from other tertiary courses;
- Statements outlining courses and or study that were undertaken and the learning outcomes/competencies achieved;
- Copies of any statements, references or articles about employment or community involvement;
- Relevant samples of work.

Overseas qualifications may be assessed if:



- Original documents from the overseas institution are produced;
- Documents give a full course outline showing competencies achieved learning outcomes/course structure; and
- Documents are accompanied by an authorized English translation if necessary.

Life experience

Where a student claims to have the required competencies gained on-the-job, or in any other way, a qualified staff member arranges an assessment of the student by any means deemed suitable in the Training Package.

Students should be aware that any credit awarded will reduce the length of the course and their visa. RPL applications will be reported to the Immigration Department.

6. Procedures

a) Initial Support and Counselling

Initial support and counselling is provided to candidates to ensure realistic expectations about RPL to identify relevant courses and to provide information about learning outcomes and assessment benchmarks for consideration by candidates. Support and counselling is conducted:

- In a comfortable environment (The student interview room/ staff office);
- With individual interviews or group sessions as appropriate;
- With the opportunity for candidates to clarify their objectives and express their fears; and
- With guidance and support if required from a skilled member of the staff with sound knowledge of the courses.

b) Application

Candidates must document their claim for competency in sufficient detail to enable the assessor to decide on assessment needed. This consists of the RPL request form and accompanying documentation as outlined above. The Principal will assist candidates to identify the best means to prove their claim to select and organise acceptable evidence and to complete and submit the application. Candidates will be provided with:

- Application forms in plain English;
 - Performance criteria for competency learning outcomes;
 - Guidelines as to possible sources of evidence;
 - Self-assessment opportunities based on learning outcomes;
 - Opportunities for further support and application assistance from a trained member of staff;
 - The opportunity for refresher learning prior to assessment;
 - The opportunity to negotiate the form of assessment.
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c) Processing Fee and Time Frame

A Processing fee of AUD\$120 will apply to each and every application of RPL. This fee is non-refundable regardless of the outcome of the RPL application. The processing will be normally taken two weeks.

d) Assessment

The Head of Trainers reviews the evidence to determine whether the candidate can demonstrate the claimed competencies. During assessment the Head of Trainers is required:

- To be fair and reasonable during assessment;
- To be familiar with field, with relevant industry standards and with assessment methods and procedures appropriate for RPL;
- To make proper assessment decisions based on explicit evidence of competency;
- To expedite assessment and to avoid unnecessary delay;
- To use cost and time effective methods appropriate to the assessment rigor necessary and level of risk;
- To consider the authenticity validity relevance to the learning outcomes currency and variety of evidence; and
- To systematically review the evidence provided in the application form and through interview, workplace assessment and/or performance test.

e) Post—Assessment Guidance

Post-assessment guidance assists the candidate and the organisation to obtain feedback and evaluation concerning the RPL process. The Head of Trainers:

- Provides clear prompt and constructive feedback and reviews the results with candidates;
- Advises candidates concerning their learning/development plan;
- Informs unsuccessful candidates about appeals provisions; and
- Obtains feedback from the candidate on the RPL process.

If the evidence provided by the student is not adequate to match his/her academic transcript or work experience, then the student may be granted permission by the Principal Executive Officer to go for an express class upon recommendation by the Head of Trainers. If this happens, then student is required to complete all the relevant Assessments 1, 2 and 3 for each relevant unit of competency either by attending the classes or on his/her own or both to address any specific problems completing all the relevant assessments

f) Certification

If assessment successfully demonstrates competency the Head of Trainers recommends appropriate certification. The Head of Trainers records the assessment outcomes in the RPL Register and the student's file.

Where RPL is granted, the Institute will notify the Department of Home Affairs (DHA) and provide, where possible, meaningful learning activities for the student for the resulting change of the course duration

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ensuring a full-time 20 hour per week load (For some courses, this will mean 15 hours face to face and 5 hours online). The resulting change of course duration will be reported to DHA via PRISMS.
