

Recognition of Prior Learning (RPL) Policy and Procedures

POLICY

1. This policy supports Clause 3 of the *Standards for Registered Training Organisations (RTO's) 2015*. Complex Institute of Education (CIE) also complies with and supports the Australian Qualification Framework (AQF) Qualifications Pathway Policy.
2. Recognition of Prior Learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
 - a. Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or Statement of Attainment (for example, a Certificate, Diploma or University Degree).
 - b. Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or Statement of Attainment (for example, in house professional development programs conducted by business).
 - c. Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

The availability of RPL provides all potential learners with access to credit opportunities.

3. RPL is the formal acknowledgment of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience. It is a pathway form of assessment of a learner's competence in the VET system.
4. An RPL pathway is where the learner provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the learner and verified by the RPL Assessor. Where the outcomes of this process indicate that the learner is competent, structured training is not required.
5. CIE will grant Course Credit to learners with suitable prior learning experience. Course Credits can be gained by a learner through RPL or through Credit Transfer (CT) (See Credit Transfer Policy and Procedures).
6. Where CIE grants Course Credit, CIE will:
 - a. Have documented procedures for the granting and recording of Course Credit; and
 - b. Provide a record of the Course Credit to the learner, which must be signed or otherwise accepted by the student, and place it on the learners file.
7. RPL may reduce the length of a learners course duration.
8. Learners are encouraged to apply for RPL prior to enrolment but prior to the facilitated delivery of units to ensure that they do not miss any classroom opportunities offered should they be unsuccessful in the RPL process.
9. Applications for RPL are assessed using a student RPL Application Kit that is available upon request from CIE.
10. CIE supports learners who request RPL.
11. This policy applies to CIE learners and staff.

12. CIE Compliance Department is responsible for the implementation of these policies and procedures and to ensure that staff are aware of its application and implementation requirements.

13. Fees relating to RPL for full fee paying students can be located on the RPL/CT Price List 2017.

14. RPL fees for *Skills First* eligible students is the fee marked with an * as listed in the Victorian Price List 2017.

PROCEDURES

Requirements

1. The RPL process is structured to minimise the cost and time to learners whilst retaining the integrity required by the Standards for Registered Training Organisations (RTO's) 2015 to recognise competencies in accordance with the requirements of Training Packages or Curriculum documents.
2. CIE ensures that any applicant for RPL is provided with the following:
 - Information about the competencies and performance criteria relevant to their RPL 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.
3. 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.
4. No less than two written statements from an appropriate supervisory person are required to confirm authorship of any work submitted with a learners RPL Application Kit.
5. 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 and assessment of a learners competence.
6. Learners who are eligible for CT are not required to undertake an RPL process. Refer to CIE's Credit Transfer Policy and Procedures.



Method

1. RPL applications are made using an RPL Application Kit that is available from the RPL Assessor. A learner must note their RPL information in the Pre- Training Review.
2. A PDF version of the RPL Application Kit will be sent (email or posted) together with the following information:
 - In Section B of the RPL document, please fill out the RPL Application Form and Applicant history.
 - In the Applicant Documentation Register, provide any documentation you have to support the RPL for the units you are asking for recognition. These documents must be numbered and referenced back to the units in the Application- Self Assessment Questionnaire.
 - In the Self- Assessment Questionnaire, you find the units for which you want recognition. You must complete those sections.
 - In the Supporting Evidence section please provide a detailed summary of your experience relating to the dot points under Unit Title and Elements.
 - Record the document number of any supporting documents listed in the Applicant Documentation Register.
 - In Section C you will find three Referee Testimonial documents. You must have at least two referees complete these documents. Sign and date where you are required.
3. A copy of the learners RPL (Assessor) Application Kit along with any verified supporting documentation is then placed into a learners file.
4. CIE will give learners advice on completing the student RPL Application Kit and gathering reliable evidence. Evidence that can be used to support the RPL application can include:
 - Brief CV or work history covering roles where security tasks have taken place.
 - Certificates/results of assessment- registered training organisations, universities, vendor training courses, in house courses, workshops, seminars, symposiums.
 - Results/statement of attendance/certificates- non formal training.
 - Diaries/task sheets/job sheets/log books.
 - Rosters/schedules/performance management plan/procedures.
 - Personal development plan.
 - Briefing/debriefin/meeting agenda.
 - Site training records and competencies.
 - Membership of relevant professional associations.
 - Hobbies/interests/special skills outside work.
 - References/letters from previous employers/supervisors.
 - Industry awards.
 - Any other documentation that may demonstrate industry experience specific to this field.

N.B. Learners must provide additional evidence if requested by the RPL Assessor.
5. The RPL Application Kit should be completed and forwarded to the RPL Assessor.
6. The learner is to see the Enrolment Officer, complete an enrolment application and pay the prescribed fee at any of our CIE offices. This will need to be completed before any assessment takes place. The Enrolment Officer will record the enrolment on the Student Management System (VETtrak).
7. Upon receipt of the RPL Application Kit, the RPL Assessor will assess the RPL application. The RPL Assessor will then contact the learner to organise a 'Competency Conversation' interview.
8. The RPL Assessor will assess the evidence submitted in relation to: validity, sufficiency, authenticity and currency.
9. The completed learner RPL application must be signed by the learner and the RPL Assessor.
10. A completed RPL application documentation, assessment processes and outcomes are placed in the student file.
11. Granting of RPL must be recorded as a unit outcome in the learners file and Student Management System (VETtrak).
12. Learners may use CIE's Complaints and Appeal Policy and Procedures if they are dissatisfied with the outcome of their RPL application.
13. After a RPL is granted, a learner's Training Schedule and Training Plan must be reviewed and any reductions in the scheduled participation and the reasons for the reduction recorded on the Training Plan and placed on the learners file and recorded on the Student Management System (VETtrak).

