Recognition of Prior Learning Policy and Procedure

1. Purpose

The objective of this policy is to ensure that the skills and knowledge of a person eligible to receive a qualification as a result of previous training, work or life experiences are recognised.

2. Scope

This policy and procedure applies to all students applying to study an AQF course with RGIT Australia. It also applies to all academic and student services staff engaged in implementing an RPL application.

3. Responsibility

The Training Manager in assistance with the Student Services Manager is responsible for the implementation of this policy and procedure and for ensuring that staff and students are aware of its requirements.

4. Definitions

Australian Qualifications Framework (AQF) specifies the standards for educational qualifications. The Framework is structured around levels of descriptive criteria, with formal qualifications aligned to the appropriate levels.

Recognition of Prior Learning (RPL) refers to 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 pathway in the Vocational Education and Training system. It is a process that assesses applicants' competency acquired through formal and informal learning—to determine if they meet the requirements for a unit of competency.

Vocational Education and Training (VET) is designed to deliver workplace-specific skills and knowledge and covers a wide range of careers and industries.

Evidence is gathered as a proof of applicant's skills and knowledge contained within the unit of competency they are seeking to get recognition for. Evidence submitted by applicant must be valid, sufficient, authentic, and current.

RPL Kit is a tool used to assess a candidate's application and eligibility for RPL. It outlines the RPL process and includes details about the evidence required by the RPL Assessor to assess the students' skills and experience in accordance with the unit of competency requirements to be granted the RPL.

5. Policy

5.1   RPL processes will be structured to minimise the cost and time to applicants while retaining the integrity the requirements of training package or curriculum documents.

5.2   The Institute will ensure that any RPL applicant is provided with:

- 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.

5.3   Competencies for which RPL is being requested may have been developed through formal education and training, work experience, or through life experiences.

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5.4 A written statement from an appropriate supervisory person is required to confirm ownership of any work submitted by the applicant.

5.5 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 may be drawn from the past. The assessor will judge whether the evidence produced demonstrates current knowledge, skills, and attitudes, or whether the student must sit a test to prove his/her competency.

5.6 Students eligible for credit transfer will not be required to undertake the RPL process.

6. Procedure

6.1 RPL applications are made using the student RPL Application Form as part of the enrolment process.

6.2 The Institute will provide RPL applicants access to details of the relevant units prior to the RPL application being completed.

6.3 The Institute will give applicants advice on completing the student RPL Application Form and gathering reliable evidence. Applicants can use a variety of documentation to apply for RPL. This includes, but is not limited to (more information is provided with the RPL Kit):

- records of completed training
- assessment items
- assessment records
- declarations from their employer, and/or
- a copy of their student records provided by ASQA.

6.4 The student RPL Application Form should be completed and forwarded to the student administration manager at admissions@rgit.edu.au, together with an application fee.

6.5 The RPL application acknowledgement email will be sent to the applicant along with the relevant policy.

6.5 The Applicant will be provided with the RPL Kit and provided with information on requirements and the gathering of the evidence by the course coordinator.

6.6 Applicants must carefully read and understand the guideline, steps and information on gathering evidence in the RPL Kit provided.

6.6 The Applicant gathers the documents as outlined in the RPL Kit, as well as any further instructions by the Course Coordinator, and submits them to the Course Coordinator or designated qualified Assessor assigned for the applicant, via email and/or in person by appointment. A copy of the email is forwarded to admissions@rgit.edu.au.

6.7 The student file/profile is created in the RTOM and other record keeping places (if applicable)

6.5 A copy of the student RPL Application Form and all verified supporting documentation submitted by the applicant is placed on the student's file.

6.6 The student RPL Application Form will then be forwarded to the VET Academic Head and/or Course Coordinator for allocation to a qualified Assessor.

6.7 The Institute will then assess the completed student RPL application along with the evidence submitted for the unit of competencies. Further information or an interview with the student may be required before evaluation of the application is completed.

6.8 A decision will then be made, and the Course Coordinator will be advised accordingly.

6.9 The students will be advised of the decision.

6.19 Applicant may need to do the additional assessment task and or practical component if required and/or gaps are identified. Or enrol for the unit of competency if the applicants are

seeking to get RPL for a qualification to meet the requirement of a qualification. Separate enrolment fees may apply.

6.8 The completed student RPL record will be signed by the Student and the Assessor.

6.9 Granting of the RPL must be recorded as a unit outcome in the student's file.

6.10 Students may use the Institute's appeal procedures if dissatisfied with the RPL application's outcome.

6.11 After RPL is granted, a student's course schedule must be reviewed and any reductions in scheduled attendance, and the reasons for the reduction, will be recorded and placed in the student's file.

6.12 If the applicant is required to undertake classes on campus for those units for which RPL was not granted, where possible a full-time load for the student should be maintained by adjusting the student's course schedule and duration for completion of the course.

6.13 For international students, any reduction in course duration as a result of RPL granted must be indicated on the Confirmation of Enrolment (CoE) if granted prior to the issue of a visa **or** on PRISMS if granted after the issue of a visa.

6.14 RPL application documentation, assessment processes and outcomes are to be placed in the student's file.

6.15 There will be no reduction in student tuition fees as a result of RPL.

7. Fees and Charges

7.1 Application fee of $ 500 at the time of application and RPL fee of $3500 before the start of RPL assessment. Applicants will be able to get access to the RPL kit once the application fee is made.

7.2 Additional fee may incur if the student is required to enrol in a unit as per clause 6.8. if so, each student's total fee payable (for unit enrolment, assessments) will be individually assessed based on the volume of the gap training required to demonstrate competency in a given unit and the number of unit(s) they may need to enrol in to. Other fees that may involve can be:

- Assessment fee
- Practical assessment fee

(Please note fee may change without prior notice and the above fees are correct at the time of printing and/or publication of this document. For up to date information on fees and course contact marketing@rgit.edu.au.)

8. Associated Documents
- Student RPL Application Form