

RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

PP.09

1.0 Objective

1.1 Assessment including Recognition of Prior Learning (RPL) is conducted in accordance with the principles of assessment and the rules of evidence. AAPA will approve Recognition of Prior Learning (RPL) to students with suitable prior qualifications or experience once the RPL process has been completed.

2.0 Definition

2.1 Recognition of Prior Learning (RPL) means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

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 a business),

and

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).

3.0 Responsibilities

3.1 AAPA will provide qualified training staff who shall be responsible for the RPL process. RTO Manager shall be responsible for coordinating the RPL process together with training staff.

3.2 Training staff shall be responsible for ensuring that the RPL assessment is conducted following the principle of fairness, flexibility, validity and reliability and evidence collected is valid, sufficient, authentic and current.

3.3 Training staff shall be responsible for making recommendations on competencies.

3.4. If and when required, training staff should refer to other services to candidates.

- 35 Training staff shall be responsible for discussing qualifications and units of competency and evidence requirements.
- 36 Training staff shall provide additional supports to assist candidates if candidates have doubt on the evidence gathering.
- 37 Training staff shall provide detailed information about the process and evidence that may be acceptable when approached by candidates regarding the evidence gathering.
- 38 Training staff discuss and clarify the recognition kit if any question raised up by candidates at the beginning or during the evidence preparation after being provided the recognition kit.
- 39 The RPL process is systematically validated on a yearly basis - refer to the policy for validation and moderation (PP.03).

4.0 Guidelines and Steps Required in the RPL Process

4.1 Candidates approaches AAPA

- 4.1.1 Enrollees who identify themselves as potential candidates can contact RTO Manager to receive guidance regarding the RPL procedure for particular courses.
- 4.1.2 RTO Manager will provide detailed course outcome/interpretation of competency standards, suggested evidence – observation in the workplace, documents, demonstrations, completion of projects and self-assessment checklists.
- 4.1.3 In the case candidate raise more detailed questions regarding the evidence, RTO Manager will refer to training staff to provide the feedback or arrange the telephone or face to face interview with the candidates to discuss.
- 4.1.4 If the candidate chooses not to pursue recognition, more options will be given including but not limited to: deferring and taking time to gather evidence for future submission; further development of skills in the workplace; training in selected units of competency or a full qualification; alternative career or qualification options.

4.2 Student enrolment

- 4.2.1 Students apply for RPL should contact the RTO Manager at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of

enrolment. RTO Manager will provide student a RPL kit which includes the relevant application forms and detailed information regarding the RPL assessment.

4.3 Evident gathering

4.3.1 RTO Manager together with training staff will liaison with candidate to provide the ongoing support to gather or produce evidence. The process can include one or/and of the following methods:

4.3.1.1 Candidates collect and map documentary, video, software or other forms of evidence

4.3.1.2 Candidates undertake a project or task or provide authenticated work samples

4.3.1.3 Training staff interview the candidates

4.3.1.4 Training staff observe the candidates in the workplace

4.3.1.5 Training staff interview the candidates' supervisor/manager

4.3.1.6 A simulation of work activities

4.3.1.7 Records of non-formal learning completed (such as workplace)

4.4 Submission of Evidence

4.4.1 RTO Manager is coordinating the submission of the evidence by either email in person or by post.

4.4.2 RTO Manager organize the RPL documentary evidence submitted by students except the observation checklist, interview information, third party report which training staff have either had it on the spot of the assessment or requested from the work place supervisors/managers.

4.4.3 RTO Manager pass all the portfolio of the evidence to training staff for further assessment on the Record Maintenance Form (F. 71)

4.5 Training staff reviews evidence and interviews candidate (if required when training staff need to justify the skills and knowledge of the candidates based on the evidence provided).

4.5.1 RTO Manager will organize an interview either face to face or by telephone depending on the candidates request and training staff availability.

4.5.2 During the interview, the candidates will be asked questions to further explore the extent of knowledge, seek clarification about items of evidence and ensure the components/dimensions of competency are demonstrated.

4.6 Training staff makes assessment decision and provides feedback to the candidate

- 4.6.1 Training staff completes RPL assessment summary (F.33) to record the outcome of the RPL assessment.
- 4.6.2 RTO Manager will contact candidates who have been assessed successful. Completed RPL Application Form (F.32) with attachments will be placed on the student file.
- 4.6.3 During this stage, credential issuing process is explained. In the case the RPL assessment is unsuccessful. Candidates will be offered the options to
 - 4.6.3.1 Be issued Statement of Attainment in units of competency achieved
 - 4.6.3.2 Enrolment in face to face sessions
 - 4.6.3.3 Enrolment in flexible pathway
 - 4.6.3.4 Completion of work based projects

5.0 Associated Forms

F.32 – RPL Application

F.71 – Record Maintenance Form

F.33 – RPL Record of Assessment

6.0 Associated Standards

Refer to: [Clause 1.8, 1.12]

Responsibility: Training staff, RTO Manager

Approved by: AAPA Executive Chairman