

Recognition of Prior Learning (RPL) Policy and Procedure (International Students)

Purpose

This policy and procedures explain the process of applying for and granting Recognition of Prior Learning (RPL) at Raymond International College (RIC).

Definition of Recognition of Prior Learning (RPL)

RPL 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

Responsibility

The CEO 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.

Requirements

- RPL will be structured to minimize the cost and time to applicants whilst retaining the integrity required to recognize competencies in accordance with the requirements of training packages or curriculum documents.
- RIC will ensure that any applicant for RPL is provided with
 - Information about the competencies and performance criteria relevant to their RPL.
 - 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 a RPL process.
- If RIC grants the overseas student RPL that reduces the overseas student's course length, RIC must:

- inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
- report any change in course duration in PRISMS if RPL is granted after the overseas visa is granted

Procedure

Prior to commencement, a review of each student's previous education, training and work experience will be conducted in order to determine if there is a need to recognise existing competencies through recognition of prior learning.

- RPL applications are made using the student RPL application form to collect general information about the applicant's background.
- Prior to the RPL application being completed and accepted, we will provide the RPL applicant with access to the relevant units;
- Prior to the RPL application being completed and accepted, A trainer / assessor from RIC will meet with the RPL applicant to:
 - Explain the RPL process to the applicant;
 - Review the units the applicant is considering applying for;
 - Review the evidence the applicant has to support the RPL application; and
 - Provide advice to the applicant on how to collect and present evidence to support their application.
- The student RPL application form must then be completed and forwarded to the Administration Manager.
- A copy of the student RPL application form and all verified supporting documentation will be placed on the student file.
- A trainer / assessor from RIC will review the RPL application and advise the RPL applicant which units they consider RPL is applicable to and the reason why.
- The RPL applicant will be given an opportunity to amend their RPL application if they so choose.
- Whatever the trainer / assessor from RIC advise, it is entirely the applicant's decision as to which units they will submit an RPL application for.
- Once the RPL application has been reviewed and finalized, RIC will appoint qualified assessors to:
 - Arrange the RPL assessment schedule with the applicant
 - Conduct the RPL assessments by:
 - i. Using the evidence of competency provided by the applicant, and matching the evidence against the unit elements, performance criteria, skills, knowledge, range statement and evidence guide; identify areas of competency which in the assessor's opinion are met by the evidence provided

- ii. as a consequence, of step I.) identifying competency, knowledge or skill gaps in the evidence provided by the candidate and providing guidance and an opportunity for the candidate to supply additional evidence of competency;
- iii. using components of the RIC's RPL Kit to provide evidence of competency where gaps still remain. The components of the RPL Kits to be used in this step will be determined by the remaining gaps in competency identified by the assessor

When evidence gathered is outside the parameters and response guide of the RPL Kit, as in step I) above, the assessor is to:

- amend the assessment mapping document to map the new evidence provided by the RPL applicant
 - record details of the new evidence provided
 - note on the Assessment Summary Sheet that additional evidence has been gathered, recorded on the RPL assessment form and mapped on the assessment mapping document for the unit
 - Ensure the Principles of Assessment and the Rules of Evidence are followed in undertaking the RPL assessments
 - Provide feedback to the applicant for each assessment outcome
 - Complete and sign the Student RPL application form indicating the assessment outcome for each unit
 - Advise the Student Administrator of the outcome of the RPL assessment. Further information or an interview with the student may be required before evaluation of the application is completed
- Students will be advised promptly of the decision and required to sign and date the record of RPL granted on the Student RPL application form
 - RPL application documentation, assessment processes and outcomes will be placed in the applicant's file.
 - Granting of RPL will be recorded as a unit outcome in the student's file.
 - Student's individual training plans will be adjusted to reflect any RPL granted.
 - Students may use our appeal procedures if dissatisfied with the outcome of their RPL applications.

Fees for RPL

The information about the fees and charges for RPL can be found in Fees and Refunds Policy available at RIC's website or Student Handbook.

Associated Documents

- RPL Application Form (In development stage)
- RPL Enrolment Form (In development stage)
- RPL Kit (In development stage)