

Austech Institute for Further Education

RPL Policy and Procedure


 <p>aife Austech Institute for Further Education</p>	Title	
	RPL Policy and Procedure	
	Version: 2.1 August 2009	Next Review: January 2010

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1.0 Purpose

This policy states how AIFE will assess Recognition of Prior Learning applications according to the requirements of the ESOS Act 2000 and the National Code.

2.0 Scope

This policy applies to AIFE's processes for recognition of AQF qualifications; Statements of Attainment; transcripts; and competencies gained through other means such as work experience, and for managing changes to enrolment as a consequence of Recognition of Prior Learning.

3.0 Responsibility

Course Coordinator - Assessor

- i. AIFE shall at all times ensure that the assessors completing assessment for RPL will have completed a Certificate IV in Training & Assessment TAA40104 OR equivalent units:
 - TAAASS401A Plan and organise assessment;
 - TAAASS402A Assess competence
 - TAAASS404A Participate in assessment validation,Plus the relevant vocational competencies.
- ii. Provide RPL Outcome Letter.

Enrolment Team Leader (ETL)

- i. Provide applicants with information regarding RPL policy and procedure.
- ii. Collect RPL application, supporting evidence and submit to Assessor.
- iii. Issue revised offer letter, where RPL has been granted, indicating the actual net program duration, after being reduced by the RPL.
- iv. Where RPL is granted before the issue of a visa, the new course duration (shortened by RPL) will be indicated on the CoE issued for that student.

- v. Where RPL is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.
- vi. If any RPL is granted, ETL must record the unit outcome as Competent in the student database.
- vii. Place all documentation in student admin file, and upload onto student profile.
- viii. Inform Accounts Officer of any fee adjustments required.

Compliance Officer

- i. Will arrange a study plan for the student's course, based upon outcome of RPL.
- ii. Attach all evidence onto student profile.
- iii. Email will be sent to student, Enrolment Team Leader and Course Coordinator of arranged study plan.

Accounts Officer

- i. Will change fee structure according to details provided by ETL.

4.0 Policy

1. AIFE will ensure that all prospective and current students have access to the RPL policy and procedures. Application for RPL will be managed efficiently, with the process being valid, fair, sufficient and authentic.
2. AIFE will ensure that a student's current competencies are recognised irrespective of how or where they have been acquired. This policy recognises that work and life experiences may have provided student with competence in the outcomes prescribed in a curriculum or training package. The student is responsible for the provision of suitable evidence.
3. All international documents must have a certified English translation.
4. Thus, students can apply for RPL for whole competencies or subjects within the course in which they wish to/or are enrolled.
5. If RPL is granted, tuition fee/cost exemptions may be granted at the discretion of the Assistant CEO.
6. Students who are awarded RPL are not required to attend those units/modules for which RPL has been granted.

7. Note, international students must comply, regardless of whether RPL granted, with relevant conditions attached to their student visa. This policy does not negate the relevant legislation applicable to international students.

8. An RPL fee applies, please refer to Summary of Fees and Charges.

Definitions

- **Credit**

Credit is the acknowledgement that a student has satisfied the requirements of a unit/unit of competency/module, either through previous study ((Course Credit) or through work or life experience (RPL). The granting of credit exempts the student from participating in a unit/unit of competence/module thus is not required to complete that unit/unit of competency/module in order to attain the qualification.

- **Recognition of Prior Learning**

Recognition of Prior Learning relates to the learning achieved outside the formal education and training system. It is an assessment process that assesses the individual's non-formal and informal learning. This may include any combination of formal or informal training and education, work experience or general life experience to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

- **Course Credit**

Course credit relates to the learning achieved through formal education and training. In this process the initial unit/unit of competency/module is assessed against the new unit/unit of competency/module to determine the extent to which it is equivalent to the required learning, competency outcomes, or standards in a qualification.

Recognition Criteria for decision making

Applicants will need to show how they have achieved each competency, and if they can satisfy the performance criteria. The final decision for the RPL assessor is whether or not an applicant is successful in their Recognition claim. This will be based on the following assessment principles:

- **Validity – is the evidence relevant?**

Evidence must be directly related to the course learning outcomes.

- **Sufficiency – is there enough evidence?**

There must be enough evidence supplied by the applicant to allow the assessor(s) to determine whether their skill-level and knowledge-level meet the full range of learning outcomes of the course(s).

- **Authenticity – is the evidence a true reflection of the candidate?**
The evidence supplied must be of the applicant’s own work, and not that of someone else.
- **Currency – is the evidence recent?**
The applicant must demonstrate that they can apply the skills and knowledge claimed, in the present day workplace situation. While historical evidence may be used to substantiate the skills and knowledge claimed, any evidence that is five years or more is unlikely to be viewed as adequate.

Evidence of RPL

Evidence may include any specifically relevant, but not limited to:

- Work records and experience that can be verified
- Records of workplace training that can be verified
- Assessments of prior skills and knowledge
- Assessments of current skills and knowledge
- Third party reports/references from past and/or current supervisors, trainers, managers – and from customers or clients, that can be contacted
- Volunteer experience
- Examples of workplace achievements
- Any combination of the above.

Applicants should note that:

- A skills test may be required so that you can demonstrate your skills and knowledge.
- Your assessor may contact relevant authorities to check authenticity of documents submitted as your evidence.
- For practical units of competency, applicants may be required to demonstrate competency.

5.0 Procedure

1. Applicant should consult with the Enrolment Team Leader regarding the course. ETL will advise applicant of the specific content of the course; the evidence needed to demonstrate your prior learning; and procedure for applying for RPL.
2. An applicant requesting credit through RPL for any course, must use AIFE approved form – RPL Application Form, available from the Student Service Centre, Reception, or download from AIFE website.
3. The applicant submits to ETL, the RPL Application Form, along with RPL assessment fee, with a portfolio of documentary evidence of prior relevant learning/work experience. The RPL evidence presented must be linked, point by point, to the learning outcomes supplied by AIFE.
4. All assessments of RPL applications are reviewed by staff that is qualified to conduct the assessment.
5. An interview may be conducted to verbally assess the learner’s knowledge, and to clarify any inconsistent judgements. If required, assessor may request applicant to undergo a skills test to demonstrate competency.
6. At the interview, assessor will provide immediate initial feedback about the RPL application. This may include information about the sufficiency, currency and validity of evidence submitted.
7. Where RPL has been granted:
 - i. Issue revised offer letter, indicating the actual net program duration, after being reduced by the RPL;
 - ii. Where RPL is granted before the issue of a visa, the new course duration (shortened by RPL) will be indicated on the CoE issued for that student.
 - iii. Where RPL is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.
8. If any RPL is granted, Compliance Officer will arrange a study plan, which is then communicated to the student, ETL and Course Coordinator.
9. If any RPL is granted, ETL must record the unit outcome as Competent in the student database.
10. The outcome of any RPL assessment should be suitably recorded and the applicant should be informed of the result through an RPL Outcome Letter.
11. The outcome of any RPL decision must be accepted in writing by the student, and this acceptance is retained on the student’s file.

12. ETL will inform Accounts Officer of any fee adjustment. Accounts Officer will amend student account accordingly.

13. In the event that credit is not granted, or not granted for any of the units/modules/courses requested, the applicant can appeal the decision. Please refer to AIFE Complaint and Appeals Policy and Procedure.

6.0 Implementation Guide

Staffs are required to know the policy and procedures regarding RPL. This includes being able to locate and understand the content of RPL Application Form, Policy and Procedures, RPL Submission Guide and any other related material. All documentation can be found on Sharepoint.

7.0 Outcomes

Student is able to appropriately access and apply for RPL. Staffs have a systematic policy and procedure to guide and assist in processing RPLs.

8.0 Appendix