

RECOGNITION PRIOR LEARNING POLICY

INITIAL DATE:	16/11/2022
APPROVAL AUTHORITY:	Chief Executive Officer
DATE FOR REVIEW:	This policy is due for review two years from its date of last review or earlier if required by legislative or regulatory changes.
Version:	1.0

POLICY

This policy and procedure are designed to provide a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by a participant through previous or current training, work experience and/or life experience.

Therefore, this policy aims to always maximise the recognition of a participant's prior skills and knowledge whilst maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

Assessment will take place by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (as per the requirements of Schedule 1 of the Standards for RTO's) and who has the vocational competencies in the unit they are assessing the participant's competency against.

PROCEDURE

All prospective and enrolling participants must be informed in either print or electronic form of the opportunity to apply for RPL. Participants can apply for RPL of Units of Competency during the time of enrolment or up to one month after commencing the unit of competency.

The information provided to students will include:

- RPL can be granted to a participant who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied
- RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)

Participant requests for RPL

- If a participant wishes to apply for RPL they must complete the 'RPL Application Form' with the required information (such as detailed records of their experience, employment, training, or anything which may be relevant).
- The 'RPL Application form' will specify the units to be completed and participants will be required to identify how they address the elements and performance criteria of each unit included in the RPL application.

- Once the RPL application form is completed, they are required to submit this with associated evidence to Participant Administration. This RPL application and evidence are to be assessed by an Assessor and the participant is to be notified of the outcome of whether they can proceed with the RPL or not.
- When a participant has been assessed to proceed with the RPL, Participant Administration is to supply the participant with the appropriate units' self-assessments to complete as part of their portfolio.

Assessment process

The RPL process at IPWEA may vary depending on individuals' specific circumstances but will generally include:

- the provision of preliminary information about the RPL process to consider the participant's suitability
- conversation between the assessor and the participant (you) to discuss evidence requirements for individual units, make a preliminary assessment, advise you accordingly, and review the RPL assessment tool(s)
- the participant (you) will supply evidence of your capability (prior learning, work history, personal skills) specifically related to the units of competency

Examples of evidence could include (but are not limited to):

- licences or tickets
- resume/ CV or detailed work history
- certificates (accredited, non-accredited, higher education degrees or training programs. Refer to Recognition re 'credit')
- performance appraisals
- statements of attendance/certificates – vendor training courses, in-house courses, workshops, seminars, symposiums, club courses e.g., first aid, officials, surf lifesaving
- photographic evidence of work of diaries/task sheets/job sheets/logbooks
- memberships of relevant professional associations hobbies/interests/special skills outside work
- letters from employers
- records of professional development.

The RTO is required to ensure that all RPL assessment undertaken is completed and recorded appropriately. The following is to occur in the assessment of an RPL.

- On receipt of the self-assessment and relevant documentation from the participant, the evidence will be assessed against the competency standards for the particular units
- Assessors in making an assessment will consider the following:
 - relevance and nature of the evidence provided by the participant.
 - scope of the subject matter covered by the evidence.
 - whether the evidence is sufficient to enable a judgment of competent to be made regarding the unit, considering the required knowledge and skills and the critical aspects of evidence in the relevant units.
- Where evidence and documentation require additional information or clarification, this will be discussed with the participant via a phone call or a scheduled meeting.

- All original documents (such as certificates, workplace reports) should be copied after being sighted by the assessor, and then the copy signed with a date, signature and printed name of the assessor.
- Where RPL is 'Granted' this information will be communicated in writing to the participant within 10 business days of completion of the assessment, and the qualification/statement of attainment will then be issued.
- Where RPL is 'Not Granted', participants will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the participant is to include a reason for refusal (where applicable).
- In all cases, a copy of the RPL documentation and outcome will be kept in the participant's file.

The cost of a non-successful RPL will not be credited against course fees.

In the event of a successful RPL application for a unit or a group of units that form part of a course, IPWEA will process a cost deduction from the full qualification fee for those units that have been achieved via the RPL process. Should the application for RPL be unsuccessful, the full course fee is still required to be paid for those units to be studied.

Appeals

Where the outcome of an RPL is not granted and the participant disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions, the student may appeal by using the methods outlined in the 'Appeals and Complaints Policy and Procedure.' This policy and procedure can be gained from IPWEA.

The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

Revision Date	Version	Summary of changes	Staff name