	RECOGNITION OF PRIOR LEARNING POLICY and PROCEDURE	PP017

1.Policy

This procedure describes the process for managing all Recognition of Prior Learning applications. This procedure will ensure compliance with the Assessment Policy, National VET Regulator (NVR) and the Australian Qualifications Framework (AQF) National Principles and Operational Guidelines for Recognition of Prior Learning. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognising the equivalence in content and learning outcomes

between different types of learning and/or qualifications previously undertaken and completed successfully.

2. Scope

2.1 This procedure applies to all students (with exception of Dip of Nursing and CWA Accredited courses) :

- enrolled in courses including all funded contracts and fee for service leading to a nationally recognised Vocational Education and Training (VET) qualification or statement of attainment; and

- who seek recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties, or through formal and informal studies.

2.2 This procedure applies to all Dip of Nursing students:

- Key 2 Learning College will grant Recognition of Prior Learning (RPL) on an individual basis, whereby the individual's formal and informal learning, is assessed against Key 2 Learning College course learning outcomes.

- Students applying for RPL or CT must, according to ANMAC accreditation standards and Enrolled nurse standards for practice complete all course requirements including the mandated minimum hours of workplace experience.

- Regulatory requirements may prevent a unit or module being awarded through a credit transfer process. Units of Competency that require skills demonstration or pertain to Professional Experience Placement may not be awarded or granted.

2.3 This procedure applies to Dip of Community Services students undertaking an CWA Accredited course:

- Key 2 Learning College will only grant up to a maximum of 40% RPL for any qualification that is accredited by CWA

RPL is an assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning outcomes, competency outcomes, or standards for partial or total completion of a qualification. It involves an upfront assessment of a person's skills and knowledge and does not include the provision of any training. Students may apply for RPL at any time

during their enrolment, as long as they have not received any training in the unit for which RPL is sought.

For information on Recognition of Current Competencies and Credit Transfer refer to:
- PP018 Credit Transfer

3. Definitions:

Assessor:	A qualified assessor is a person who has the competencies required under the Standards for NVR RTO's Outcome Standards: 1.6, 3.2 and the relevant Training Package and assessment guidelines If one person does not have all of the required competencies, assessment may be conducted by a team who, between them, have all of the required competencies.
Unit:	To simplify the language the word 'unit' has been used to encompass both a 'unit of competency' from Training Packages and a 'module' consisting of clustered unit-based courses.
RPL Administrator:	The Compliance Manager under the guidance of the Course Coordinator in collaboration with Administration manager is responsible for RPL administration at the Program and Unit level.

4. Procedure

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Determine RPL fees.	Compliance Manager	Profile: Compliance Manager. All Fee for Service: Listed on schedule of fees
2.	Provide RPL information to prospective students.	Student Recruitment and Trainers/Assessor	Any Student Recruitment officer or Trainer/Assessor providing information to prospective students must include RPL information in all marketing materials e.g. Websites, brochures
3.	Provide course specific RPL advice.	Trainer/Assessor (as delegated)	Course specific RPL information could include: • RPL Application Kit – include RPL process, evidence requirements • Unit summary content from Training.gov.au • Impact on assessment results. • Impact on course duration for trainees in registered traineeships • Options if RPL not granted • A student repeating a unit of study may be eligible for RPL for an assessment item successfully completed as part of their initial enrolment attempt

			• Dip of Nursing - Options if RPL not granted – due to regulatory requirements • The course was from an appropriately accredited organisation. • There is similarity in learning outcomes • The applicant must demonstrate they have successfully passed the course • Evidence will be mapped against required skills, knowledge and context for nursing • Elective or generic units from other courses (e.g. Infection control or Work health and safety) are to be assessed for contextualisation to the nursing practice environment and where this is not the case gap training is to be stipulated with additional content being made available in a HLTENN (practice) unit. • Medication units may be considered when the unit of competency code is the same
			Dip of Community Services - Key 2 Learning College will only grant up to a maximum of 40% RPL for any qualification that is accredited by CWA – this is a requirement under the CWA Course Accreditation Guidelines
4.	Enrolment	Student	Students must enrol in units to be studied including those units they wish to apply for RPL.
5.	Complete RPL application and forward to Compliance Manager, RPL assessor/administrator along with any supporting evidence/documents.	Student/Compliance Manager/Trainer and Assessor/Admin	• RPL applications can only be accepted from students who are enrolled in the units for which they are seeking RPL.

			• Enrolment and RPL application may be undertaken at the same time. • Application must be submitted prior to the commencement of the course • Where the RPL process results in the student already holding 80% or more of the required competencies, the training provider must, in consultation with the student and where applicable, the employer, reassess the suitability of the training product and: • select a different training product, or • document the decision to continue with the enrolled training product. Evidence of the discussion and decision must be retained.
6.	Administration enters RPL application details onto the student database and forwards enrolment approval to attention of the Compliance Manager and delegated Assessor	RPL Assessor/ Compliance Manager or Student Services	RPL applications are processed in a timely manner. The process should include: • Flagging all units where an RPL assessment has been requested. • Tracking of RPL applications.
7.	Provide acknowledgement of application.	Student Administrator	Send email on the acknowledgement on receiving the application
8.	Forward copy of RPL Application and other evidence to Assessor.	Student Administrator Delegated Assessor	
9.	Contact student to commence RPL assessment process.	Assessor	Evidence of student participation, to the unit level, must be maintained. RPL Kit issued to the student for the identified units requested for RPL.

10.	Provide evidence of skills, knowledge, AND current competence for assessment.	Student	Evidence may include, but not be limited to: - Written. - Verbal. - Demonstration. - Third party testimonials
11.	Assess student's evidence against unit(s) requirements and record outcomes.	Assessor	Outcomes for successful and unsuccessful RPL applications should be recorded.
12.	Provide feedback to student on RPL assessment outcome.	Assessor	Provide information on additional/gap training options if required. If RPL is not granted for a unit the student may choose to re-enrol in the unit to undertake training. (Refer to step 19).
13.	Record result on RPL Assessment/Result Sheet	Assessor	RPL can either be **Granted** or **Not Granted** for a unit. The following documents must be submitted to obtain RPL for a unit of competency: - Assessment Cover Sheet - All required evidence as per the specified RPL kit
14.	Return completed RPL Assessment/Result Sheet to Compliance Manager	Assessor	Compliance Manager to review completed evidence and sign off
15.	Return supporting documents / RPL evidence to student.	Assessor or RPL Administrator	Record Keeping – Administration Manager must maintain *RPL /RCC assessment Evidence* or equivalent & upload into power pro students file.
16.	Enter RPL results on RPL Assessment Result Record and forward result sheet to Student Services.	RPL Administrator	**RPL Granted:** - Internal administration code: RPL - Statement of Results code: C **RPL Not Granted:** - Internal administration code:

			NYC • Statement of Results code: **NYC**
17.	Process refunds and publish final results.	Student Services	• Calculate and generate refunds if applicable. • Organise formal publication of results.
18.	(Optional) RPL not granted – appeal assessment decision.	Student	Students may submit a written appeal to the Operations and Compliance Manager within 7 days of final result publication. **Refer:** Appeals, Feedback and Complaints Policy and Procedure.
19.	Re-enrol, if required.	Student	If RPL is not granted the student may choose to re-enrol in units, they were not granted RPL for. Additional fees and changes, if any, will be determined in accordance with Policy on Fees and Charges and relevant Training policy.

5. Responsibilities
• Compliance Manager has responsibility for the maintenance of this procedure.