

## **4 Up Skilling Pty Ltd**

# **RECOGNITION of PRIOR LEARNING Policy & Procedure**

### **Objective**

Assessment including Recognition of Prior Learning (RPL) is conducted in accordance with the principles of assessment and the rules of evidence. 4 Up Skilling Pty Ltd will approve Recognition of Prior Learning (RPL) to students with suitable prior qualifications or experience once the RPL process has been completed.

### **Requirement**

Recognition of Prior Learning (RPL) is an assessment process whereby an assessment is completed which determines the individual's prior learning, achieved through work experience, informal and formal training, or other life experiences to clearly identify that the applicant has achieved the level of competency required. This will then be appropriately recognised.

Credit transfer (CT) is the process of awarding credit for a unit/s of competency previously attained from another Registered Training Organisation (RTO) which are the same or equivalent as the unit/s of competency in an 4 Up Skilling program of study. Credit transfer is not the same as Recognition of Prior Learning (RPL) (National Recognition Policy, USNR).

### **Scope**

This document outlines a policy to be followed by staff and students, when students apply for RPL.

### **Responsibilities**

4 Up Skilling Pty Ltd will provide qualified Assessors who have the necessary training and assessment competencies, as determined by the ASQA Standards for Registered Training Organisations 2015 or its successors, and have the relevant vocational competencies, at least to the level being assessed, and with demonstrated current industry competencies relevant to the assessment being undertaken.

The Course Coordinator is responsible for either;

- conducting the RPL process and assessment or
- delegating the RPL process and assessment to an appropriate Assessor

In both situations the person conducting the RPL process and assessment is known as the RPL Facilitator.

The RPL Facilitator will ensure that the RPL Candidate is;

1. Advised of the steps required to complete the RPL process
2. Provided with the relevant RPL Assessment tool(s)
3. Assisted with the preparation of their RPL evidence
4. Informed in writing of the outcomes of their assessment and the outcome will be recorded in the Student file, with results of the RPL recorded in ICARE (Student Management System).

The RPL Facilitator shall be responsible for ensuring that the RPL process is followed in a fair, equitable and consistent manner. (The RPL Facilitator is responsible for the management of the RPL process, in consultation with their Course Coordinator.)

Subject matter experts may be consulted for making recommendations on competencies being claimed where/ when the RPL Facilitator deems necessary.

The RPL process is systematically validated.

4 Up Skilling will not promote RPL as a funded program, without being on the relevant approved provider list issued by DET.

### **RPL Procedure**

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, or where credit or credit transfer may apply, prior to enrolment and/or as identified as relevant.

Course participants seeking RPL must identify this on their Pre-Training Review document and/or via direct application to the relevant program Coordinator. In either case, RPL applicants must discuss their suitability with the Coordinator and provide documentation to support that application.

The RPL Candidate must be assessed for RPL before they begin any training for the qualification/ or part of the course /or competency for which they are proposing to apply for RPL.

RPL evidence must be submitted back to the RTO:

- As per the deadline provided by the RPL Facilitator or
- Where no deadline is provided by the RPL Facilitator; within three months of commencing an RPL assessment.
- Additional time may be negotiated on a month by month basis however;
  - A maximum of six months will be allowed for submission of all evidence.

RPL will be processed according to the criteria set out in this policy and will be granted for complete qualifications or units of competency.

RPL Candidates who disagree with their RPL outcome or believe that the process may not have followed appropriate procedures may appeal the result of an RPL Application by submitting a complaint in writing to the Training Manager (or Quality Manager when/where RPL is conducted by Training Manager). The appeals process is offered to students at little or no cost - refer to the Complaints and Appeal Policy.

The RPL Facilitator will base a judgment for granting RPL on the evidence provided by the RPL Candidate.

## **Guidelines and Steps Required in the RPL Process**

Whether for a full qualification or individual units of competency, RPL is assessed against each unit of competency using the (relevant) Recognition of Prior Learning Booklet.

The RPL Facilitator will provide the RPL Candidate with the relevant Recognition of Prior Learning Booklet (USRPLC); this document instructs the RPL Candidate on the specific evidence they need to provide to their RPL Facilitator.

### The steps to apply for RPL:

1. Course participants seeking RPL must identify this on their Pre-Training Review document and/or via direct application to the relevant program Coordinator.
2. The appropriate qualification is identified during the PTR process via consultation with the (appropriate) Course Coordinator.
3. The RPL Candidate is provided with the relevant USRPLC and, via consultation with the Course Coordinator the appropriate unit or units of competency are identified for RPL.
4. The USRPLC outlines each unit of competency including;
  - a. elements, performance criteria, required skills and knowledge and
  - b. specific evidence required for assessmentso, the RPL Candidate can clearly identify the learning outcomes they have to apply and determine if they will be able to provide the necessary evidence to demonstrate their competence.
5. The RPL Candidate believes they;
  - a. have the skills and knowledge to gain recognition in the outlined learning outcomes to industry standards and
  - b. can provide the necessary evidence to demonstrate their competence

At this point, the RPL Candidate is enrolled (see Student Enrolment and Administration Procedure\_USSEA).

Note: if the RPL Candidate does not believe they will be able to achieve RPL, options for participation in training will be discussed.

As per USSEA, fees to enroll and then assess candidates for RPL will be provided before the remaining steps in the RPL process. There is no refund of the RPL fee should the candidate be deemed as unsuccessful in RPL.

### The steps to collect (initial) evidence for RPL:

1. The RPL Candidate collects evidence to support their claim for RPL, as outlined in the USRPLC provided by their RPL Facilitator.
2. Once evidence has been collected, the RPL Candidate submits their evidence along with their completed USRPLC document. This submission may be made;
  - electronically via email or file sharing such as Dropbox, Google docs or similar platform
  - in hard copy via postage or
  - via face-to-face meeting. This meeting must be booked by the RPL Candidate with the time and place determined via negotiation with the RPL Facilitator. This meeting **may** also be used to conduct the 'Competency Conversations Record'.

3. The RPL Candidate schedules a meeting with the RPL Facilitator to conduct the 'Competency Conversations Record'. This assessment may be conducted via:

- Phone; Voice call or Face time
- Zoom (or similar platform)
- Face-to-face

This process is regarded as the RPL Candidate's first submission and must be completed within a maximum of three months from the date of enrolment.

The steps to assess (initial) evidence for RPL:

1. The RPL Facilitator will analyse this first submission to determine if the qualifications and individual experience of the Candidate meet the elements, performance criteria, performance evidence, knowledge evidence, foundation skills (if outlined) and other components of the unit(s) of competency.
2. If the claim does not match the unit(s) of competency then further evidence will be requested. Further evidence must be supplied within the time frame (due date) outlined by the Facilitator; typically, this would be within one month of the first submission. Further evidence may include an additional 'Competency Conversations Record'.
3. If further evidence is not recognised or received within this additional timeframe, the claim will be rejected. A letter of advice will be forwarded to applicant advising of decision either way.
4. The Candidate may appeal this decision following the complaints and appeals process (as outlined in USCA).  
If the Candidate wishes to appeal the decision, they must inform 4 Up Skilling Pty Ltd in writing within 2 weeks of the rejection letter.
5. A letter of advice will be forwarded to student outlining the costs (if any) of appeal process. Once student has paid the share of cost for further process (*must be received within 1 month of request for payment*). Their appeal will progress forward.
6. A letter of advice of the outcome will be forwarded to the Candidate within one month of final decision.
7. All completed USRPLC documents and evidence attachments will be placed on the student file along with the RPL outcome/result.
8. Details of the outcome/results will be recorded in the Student file and ICARE (Student Management System)

The RPL Process is summarised in the USRPLC document see Diagram 1 on page.

**Person responsible:** Training Manager

**Associated documents:**

PTR (USPTR)

Complaints and Appeals (USCA)

National Recognition Policy (USNR)

Code of Practice (USCoP)

Quality Management System (USQMS)



Policy developed by: Training Manager  
Responsible Manager: Quality Manager  
Policy endorsed by: Managing Director

Diagram 1 – The RPL Process

