



Recognition of Prior Learning Policy

Contents

Purpose.....	1
Scope	1
References.....	1
Related Documents	1
Responsibilities.....	1
Recognition of Prior Learning Guidelines	2
Forms of evidence for recognition.....	2
Procedure	3
If an RPL application is successful:.....	3
If an RPL application is unsuccessful:.....	4
Finalising the process.....	4

Purpose

To implement a standard process for identification and assessment of Recognition of Prior Learning (RPL) applications

Scope

This applies to all students of The Moreland Group applying for RPL.

References

- National Vocational Education and Training Regulator Act 2011
- Australian Skills Quality Authority VET Quality Framework (VQF)

Related Documents

- The Moreland Group Complaints and Appeals Policy
- The Moreland Group Continuous Improvement Policy
- The Moreland Group Request for RPL or Credit Transfer Form

Responsibilities

The RTO Manager is responsible for the approval and sign off of RPL for all students.

The RTO Manager is responsible for the collation of all evidence and forms.



Recognition of Prior Learning Guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for recognition for units of competence or a qualification which are not included in The Moreland Group's scope of registration.
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competency.

Forms of evidence for recognition

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team.

It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records
- Records of workplace training
- Assessments of current skills
- Assessments of current knowledge
- Third party reports from current and previous supervisors or managers
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Observation by an assessor in the workplace
- Performance appraisal
- Duty statements

Assessments are also made against the employability skills aligned to a qualification. These can be found with the training package information. Students should download the training package and information on each unit of competency from training.gov.au to perform a self-assessment prior to submission of an application.

Many of the forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items, the candidate will start to provide a strong case for competence.



The Moreland Group reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

Procedure

1. Inform course participant of availability of recognition of prior learning (RPL) through:
 - General information and enrolment confirmation
 - Response to individuals enquiry
 - Informing client that this is available on The Moreland Group website
 - Sending information along with course information when making a booking
2. All clients must provide evidence of prior study and experience in the area they wish to apply for RPL in and undertake an assessment where applicable
3. Complete RPL application form and gather evidence to support application. Student must note if they wish RPL for the whole qualification or certain Units of Competency
4. The Moreland Group will provide additional information or counseling where appropriate
5. The client must pay RPL application and processing fee upon application. Fees are based on per unit of competency as students can apply for one unit or more
6. Applicant must be enrolled in a Moreland Group accredited course to receive recognition
7. RPL application is kept with the existing student file
8. The application will be processed within 21 days of receipt of all information and evidence
9. The application will be acknowledged in writing within 2 days of receipt
10. The RTO Manager will distribute the information and evidence to the appropriate trainer, contractor and subcontractor for assessment, if applicable
11. The applicant will be advised in writing of the status of the application upon completion.

If an RPL application is successful:

The applicant will be advised in writing of the following:

- Issue of Statement of Attainment (if applicable)
- Additional areas of study (Learning Plan)
- Fees and charges related to additional study.



If an RPL application is unsuccessful:

The applicant will be advised in writing of the following:

- Right of appeal through the Complaints and Appeals Policy
- Information that made the application unsuccessful such as lack of evidence
- If any further evidence and documentation is required that might assist another outcome
- A range of study options to upgrade skills and knowledge
- Enrolment in the module for which RPL was sought.

Finalising the process

The RTO Manager will record notification of the RPL outcome on the student file and RTO database.

Any original copies of evidence belonging to the applicant will be returned upon completion of the process.