

RPL

POLICY & PROCEDURE

Division

LMIT – QMS - PPM

Policy & Procedure number

004 - V1

Updated

25/8/2015

Implemented

31/8/2015

Reviewed by

Melanie MacDonald

Chief Executive Officer

1. Purpose

The purpose of this policy is to support standard 1 clause 1.12

2. Scope

This policy applies to all LMIT team members.

3. Policy

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

The underlying principle of Recognition of Prior Learning (RPL) is that no student should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

This policy therefore aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

Assessment of all RPL applications shall be undertaken by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAE40110) and who has the vocational competencies in the unit(s) they are assessing the student's competency against.

4. Policy validity statement

If this document has passed its review date (as shown above), it may be invalid. Please ensure you're referring to the most current version before relying on its contents.

5. Procedure

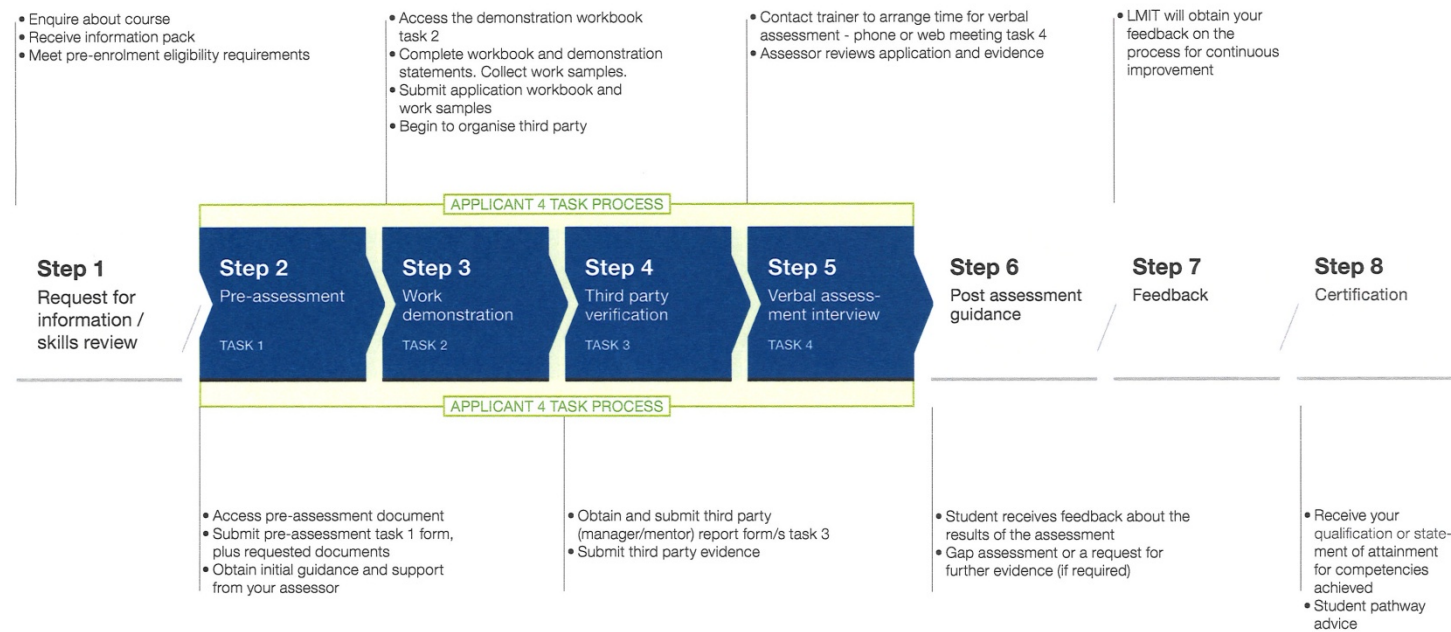
General information for individuals

All prospective and enrolling individuals must be informed in all pre-enrolment information of the opportunity to apply for RPL. Individuals can apply for RPL for Units of Competency during the time of enrolment.

The information provided to students will include that:

- RPL can be granted to an individual 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 of competency will be awarded)

Recognition Assessment Process



Version 6 | 10 October 2014

Student request for RPL

- If a student wishes to apply for RPL they are to complete a 'Skills Review' checklist and/or Task 1 RPL pre assessment form with the required information as directed by the Training specialists (such as detailed records of their experience, employment, training, etc, which may be relevant).
- The 'Skills Review' will specify the Units of Competency that could be completed and students will be required to self assess themselves. The self assessment processes is to identify which unit(s) Unit of Competency could be included in their RPL application. The Task 1 RPL pre assessment will specify the Units of Competency to actually be completed and will request further evidence from the student such as:
 - Previous Relevant Qualifications or Statement of Attainments
 - CV
 - job description signed by management

Note: Relevant Qualifications or Statement of Attainments may have already been received upon enrolment through administration.

- Once the Training specialists are satisfied with the 'Skills Review, Task 1 RPL pre assessment stage', students can then progress onto the Task 2 RPL application demonstration tools and submit this with associated evidence to LMIT. RPL application and evidence is to be assessed by an Assessor and the student is to be notified of the outcome of their RPL application before Task 3 Third Party Manager Mentor Report and Task 4 Verbal verification phone appointment can be completed.

Assessment process

The RTO is required to ensure that all RPL assessment undertaken is completed and recorded appropriately.

The following is to occur when assessing a RPL application:

- On receipt of the 'Skills Review' checklist and/or Task 1 RPL pre assessment form and Task 2 Application demonstration and relevant documentation from the student. The evidence will be assessed against the competency standards for the particular Units of Competency.

Note: The **skills review checklist is mandatory for all pre enrolment courses with prerequisites only.**

- In marking an assessment, Trainers & Assessors will consider the following:
 - Relevance and nature of evidence provided by the applicant
 - Scope of subject matter covered by the evidence
 - Whether the evidence is sufficient to enable a judgement of competence to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units.
 - Determine if the evidence is sufficient and reliable

- Where evidence and documentation requires additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting. If an interview needs to be conducted, the Trainer and Assessor will document all information collected in a Report which will be stored with the students RPL Application and evidence submitted.
- All original documents such as certificates, workplace reports, etc, should be :
copied after being sighted by the Trainer and Assessor (Face to Face - the copy signed with a date, signature, printed name of the Trainer and Assessor).

or
 - copy of original documents such as certificates, workplace reports verified with the issuing RTOor
 - copy of original documents such as certificates, workplace reports verified certified by a document certifier i.e justice of the peace.
- Where RPL is 'Granted' this information will be communicated in writing to the student within twenty one (21) business days of completion of the assessment, and the Qualification / Statement of attainment will then be issued .
- Where RPL is 'Not Granted' students will be notified in writing of the outcome within ten (10) business days of completion of the assessment. The written communication to the student is to including a reason for refusal (where applicable)
- In all cases, a copy of the RPL documentation and outcome will be kept in the student's file

Appeals

Where the outcome of an RPL is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions the individual may appeal by using the methods outlined in the 'Complaints and Appeals Policy and Procedure.' This policy and procedure can be gained from Administration and is also found in the Student Handbook. The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

6. References

National Vocational Education and Training Regulator Act 2011
Australian Qualifications Framework (AQF)

7. Related Topics

Training Package Transition Policy & Procedure
Complaints and Appeals Policy and Procedure
Credit Transfer Policy

8. Associated Documentation

Skills Review Form
RPL Pre Assessment Form
RPL Application Demonstration Tool
Student Handbook
Recognition Application Flow Chart

9. Internal Controls

Any Changes required are authorised by the Training and Quality Manager

Document History

Amended	Amended By	Division	Details
25/8/2015	Bonnie Scobie	TQM	Updated to reflect Standards 2015