

RECOGNITION OF PRIOR LEARNING (RPL) OR SKILLS RECOGNITION

Policy and Procedure

Version 1.8

VERSION CONTROL & DOCUMENT HISTORY		
Date	Summary of Modifications	Version
Jul 2009	Created	V1.0
Jul 2011	Added version control and document history	V1.1
Jan 2012	Reformatted document in Arial font	V1.2
Jan 2013	Amended version control and document history	V1.3
Apr 2013	Replaced AQTF with SNR	V1.4
Jul 2019	RPL & CT removed from Admissions and Qualifications Assessments to form separate policy	V1.5
Dec 2019	ESOS & National Code 2018, Assoc Doc links	V1.6
Dec 2020	Remove Credit transfer and add authentication of credentials	V1.7
Feb 2022	Re-formatting to the new system	V1.8
Next Review Due: February 2023		
Staff Responsible: Course Coordinator		

RELATED DOCUMENTS
<u>Access and Equity Policy</u>
<u>Student Complaints, Grievances and Appeals Policy</u>
RPL Application Form UReport
<u>The National Code 2018</u>
<u>ASQA Standards for Registered Training Organisations (RTOs) 2015</u>
<u>Continuous Improvement Policy</u>

Purpose of this Policy

This policy supports Standard 2 ‘Recruitment of an overseas student’ of The National Code 2018 in Related Documents, which outlines that a Registered Training Organisation (RTO) must:

- Have and implement a policy and procedure for assessing, recording and granting recognition of prior learning (RPL) if it intends to do so;
- Grant RPL only if doing so maintains the integrity of the qualification and complies with all requirements of the Unit of Competency, qualification or Training Package to which it applies, as outlined by the [Australian Government](#);
- Provide a written record of a decision that favours granting RPL to the international student and retain this written record for up to two years after the student has ceased studying with APSI;
- Inform the international student of a reduced course duration if granting RPL;
- Ensure the CoE issued to an international student reflects any reduction in course duration due to a grant of RPL and;
- Report any change in course duration to the Provider Registration and International Student Management System (PRISMS) if RPL is granted after the international student’s Student Visa is granted by the [Department of Home Affairs](#).

This policy also supports Standard 1 ‘The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses’ and Standard 3 ‘The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records’ of the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTOs) 2015 in Related Documents.

This policy ensures that all students with appropriate RPL have this recognised by APSI. APSI offers all students the opportunity to apply for RPL in accordance with APSI’s scope of registration and payment of RPL fees as outlined in the latest [Miscellaneous Fee Schedule](#) available on the APSI website.

Definition of RPL

RPL refers to any assessment process that evaluates the competency of an individual that relates to the skills and knowledge of a particular Unit of Competency or qualification. Assessment processes may be through formal or informal training, work experience or other life experiences but must meet the requirements of the Unit of Competency, qualification or Training Package as outlined by the [Australian Government](#) and Standard 2 of the National Code 2018 in Related Documents.

Scope of this Policy

This policy must be adhered to in accordance with APSI’s Access and Equity Policy in Related Documents and only applies to accredited Assessors who are qualified to conduct RPL assessments at APSI. The guiding principle at APSI regarding RPL that should be followed at all times is that *‘as the level of risk increases, there should be a corresponding increase in the rigor of the RPL processes’*.

Procedure

1. Any student who is considering applying for RPL should discuss this with Student Services before completing and submitting the RPL Application Form, available from Student Services and in Related Documents, with supporting documentation to Student Services.
2. The Course Coordinator will verify the authenticity of the supporting documentation provided. If the supporting documentation is a Qualification or Statement of Attainment obtained by another RTO in Australia then they should be contacted to verify. If the supporting documentation is otherwise, such as informal training, workplace experience or other life experience then the appropriate referee will be contacted for verification.

3. The RPL Application is assessed by the Course Coordinator with regard to whether the:
 - Student has achieved the Unit of Competency or Units of Competency claimed;
 - Unit of Competency or Units of Competency are valid and performable at the time of assessment;
 - Student has achieved an accepted standard in the Unit of Competency or Units of Competency;
 - Content of the Unit of Competency or Units of Competency is applicable to the APSI Unit of Competency or Units of Competency it is being applied to;
 - Unit of Competency or Units of Competency can be applied outside of the context in which it was learned;
 - Supporting documentation covers the broad range of skills and knowledge required to demonstrate competency;
 - Supporting documentation integrates appropriate knowledge and skills with their practical application;
 - Supporting documentation demonstrates competency on a number of occasions and in a variety of contexts or situations over a period of time and;
 - Supporting documentation justifies the mapping of qualifications, if it is derived from a course that is not competency based.

The Course Coordinator must assess these factors in accordance with the guidance provided by the [Department of Training and Workforce Development \(DTWD\)](#).

4. In addition, the RPL assessment process must be conducted in a manner that:
 - Provides appropriate recognition for competencies regardless of how, where or when they were acquired;
 - Is accessible and equitable to all students of APSI as per APSI's Access and Equity Policy in Related Documents;
 - Provides clear communication of the assessment process to the applying student and encourages their participation in the process;
5. If a student is dissatisfied with the decision reached by APSI then they may appeal as per APSI's Student Complaints, Grievances and Appeals Policy in Related Documents.
It is important that the RPL assessment process is monitored and reviewed by the Course Coordinator to ensure consistency as per APSI's Continuous Improvement Policy in Related Documents.
6. If the grants Course Coordinator RPL they must inform the student in writing, including any consequent changes to their course duration and study plan and any conditions on the grant. If they're an international student, update the student's course duration on their CoE and through PRISMS if they have already been issued with a Student Visa by the [Department of Home Affairs](#). Please note, international students granted RPL may still be required to undergo additional workplace training in Australia to cover any gaps in the Performance Criteria of the Unit of Competency.
7. The student must sign the written notification by APSI that RPL has been granted as acceptance and return this to Student Services to be filed in their student file.

Fees for RPL

APSI does charge fees for processing RPL Applications, which must be paid in advance. For the most updated fees please refer to the latest [Miscellaneous Fee Schedule](#) available on the APSI website. APSI strongly encourages students to be familiar with the fees involved prior to submitting a RPL Application.