

Recognition of Prior Learning Policy

Policy Statement

Industry Pathways is committed to ensuring that a person's formal or informal education, training, volunteer work, work experience or other life skills are appropriately assessed to determine if the candidates prior learning meets competency standards required for full or partial completion of VET qualifications.

Scope

Recognition of Prior Learning (RPL) is offered to all enrolled students and includes Recognition of Current Competencies (RCC) - AQF Qualifications and Statements of Attainment issued by other RTO's.

Purpose

Industry Pathways encourages students/clients to apply for RPL wherever it is considered appropriate. Assessment processes shall provide for the Recognition of Current Competencies for AQF compliant qualifications and Statement of Attainment. RPL is the mechanism whereby a student can be assessed for competency for Qualifications and Units of Competency, as a result of training, experience or both, regardless of how, when or where the learning occurred.

Industry Pathways shall ensure that

- RPL shall be available to all learners
- the process is clearly communicated to the applicant
- processes are fair to all parties
- support is available to students during the RPL process
- reasonable adjustment is exercised where appropriate
- applications are assessed in a timely manner
- outcomes are reported clearly and recorded appropriately
- opportunity is provided for submission of additional evidence or additional training where competency is not met
- students are able to apply for Review of Decision
- applications for RPL are assessed by suitably qualified persons as defined in AQF guidelines.

Legislative requirements:

Industry Pathways will adhere with all legislated requirements and ensure all components of the Training Package are addressed when planning assessment and designing assessment tools, including:

- RPL Assessment guidelines
- Work readiness
- Performance criteria
- Elements
- Knowledge evidence
- Assessment conditions

Industry Pathways shall ensure that the applicant is currently competent against the endorsed industry or competency standards or outcomes specified in Training package requirements when awarding RPL.

Aim

The aim of this policy are to ensure that the following principles of assessment are followed:

Assessing validly, reliably, flexibly and fairness

Validity, reliability, flexibility and fairness are the principles of assessment. Assessment processes and tools must satisfy these principles.

Ensuring that evidence is sufficient, valid, authentic and current

Sufficiency, validity, authenticity and currency are the rules of evidence. Providing comprehensive assessment tools including clear information to the assessor and the candidate about the conditions under which assessment is conducted and recorded, helps to ensure that these rules are met.

Assessment

A portfolio of evidence shall be submitted by the applicant for assessment. This evidence shall include but is not limited to:

- resume
- position descriptions
- previously completed training / qualifications
- work references
- workplace documents
- informal courses, workshops, seminars or similar personal or work development
- professional or recreational memberships
- volunteer work experience

Assessment methods shall include but are not limited to:

- review of evidence
- verification of current competencies and references
- telephone interview
- observation/demonstration of skills

When considering evidence, assessors must take into consideration the Application of the Unit of Competency and likelihood of the applicant successfully achieving the qualification outcome.

Authentication of evidence

Industry Pathways will authenticate the information in the documents received as evidence by contacting the organisation that issued the document and confirming the content is valid however should the issuing registered training organisation (RTO) no longer have registration, Industry Pathways will achieve authentication by one of the following:

- Confirm the certificate being presented comes from an RTO that had the qualification, unit of competency or skill set on their scope
- Check with ASWA to see if they have the student's records
- Have one of our trainer and assessors have a competency discussion with the applicant to ensure that he has the skills and knowledge within the qualification, unit of competency or skill set.

Timeframes

Where possible, Industry Pathways will adhere to the communication and outcome guidelines below.

Receipt of application	Acknowledged in writing within 3 business days
Notification of eligibility for RCC	Advised in writing within 7 days of receipt
Outcome of RCC application	Within 14 days of receipt
Outcome of RPL application	Within 28 days of receipt

Fees and payments

Fees and payments may apply. Please refer to Industry Pathways RPL Procedure, Refund Policy and Student handbook for further information.

Definitions

RPL: Recognition of Prior Learning.

RCC: Recognition of Current Competencies

AQF: Australian Qualification Framework

Related Documents

[RPL Procedure](#)

RPL Kits

[Refund policy](#)

[Student Handbook](#)