

RPL Procedure

Purpose

The purpose of this procedure is to outline the steps for processing a client's application for Recognition of Prior Learning.

Definitions

Recognition of Prior Learning (RPL) means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a VET qualification.

Responsibilities

It is the responsibility of all trainers/assessors to ensure that this RPL process is carried out for all candidates applying for RPL.

Procedure

RPL kits are structured and completed in clusters. To satisfy the assessment requirements for RPL, the candidate must demonstrate evidence criteria for each of the individual units within the cluster.

Methods of assessment may include, but are not limited to:

- Written or oral assessments
- Practical assessments
- Competency conversations
- Supplementary assessment tasks
- Challenge tests
- Work samples/portfolios
- Third party reports
- Contact with current or previous employers to confirm references and resume content

RPL process

1. Enquiry made by client
2. Enrolment and course fee payment for RPL received by Industry Pathways
3. RPL kit for collection of evidence provided to client
4. RPL kit for collection of evidence to be completed by client within 14 business days and emailed back to APC.
5. Receipt of completed RPL kit acknowledged in writing within 7 business days
6. Assessment of RPL kit within 30 business days of receipt
7. Feedback and eligibility within 30 business days of receipt of application
8. Resubmissions to be submitted within 14 business days from date of request
9. RPL final outcome within 30 business days of receipt of all assessment evidence requested by APC

10. Assessor to submit relevant documented evidence to administration for processing, clearly identifying each document.
11. Admin to record all assessment documentation on student training plan and issue if appropriate the statement of attainment.

RPL fees are non-refundable regardless of application outcome however should a student be unsuccessful in their application for recognition of prior learning then the student will be given the opportunity to complete the training and assessment for the unit/s as an alternate option. All fees and charges that may occur to satisfy RPL evidence requirements (i.e. travel and/or accommodation for onsite gap assessments) will be at the expense of the applicant.

Related Documents

- RPL Application Form
- RPL Kit
- RPL Assessment evidence
- Refund Policy