



RPL Policy and Procedure

1. Policy

SCAA SWTI is committed to providing students the opportunity to undertake RPL. 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 TAE40116 and who has the vocational competencies in the unit(s) they are assessing the student's competency against.

2. Procedure

2.1 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 or up to one month after commencing the Unit of Competency.

The application fee for RPL process will be calculated according to the number of units of competency being applied for. This amount will be provided to the student prior to the application being submitted and will not exceed the actual cost of the assessment.

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)

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2.2 Student request for RPL

- If a student wishes to apply for RPL they must complete the 'RPL Application Form' document with the required information (such as detailed records of their experience, employment, training, etc, which may be relevant).
- The RPL Application Form will specify the Units of Competency to be completed and students will be required to identify how they address the elements of each Unit of Competency included in the RPL application.
- Once the RPL Application Form is completed, they are required to submit this with associated evidence to Student Administration. This 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.

2.3 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 RPL Application Form and relevant documentation from the student, the evidence will be assessed against the competency standards for the particular Units of Competency
- 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 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 and then the copy signed with a date, signature, printed name of the Trainer and Assessor.
- Where RPL is 'Granted' this information will be communicated in writing to the student within 10 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 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

2.4 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 Information 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.

ALL RPL Kits are located in Dropbox TRAINING

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