RIVERTON
INSTITUTE OF BUSINESS & TECHNOLOGY

Riverton Institute of Business & Technology

Recognition of Prior Learning (RPL) Policy & Procedure

Policy No	: 003
Version	: 1.0
Policy Author	: Executive Director
Policy Approver	: Board of Studies
RTO Number	: 41061
CRICOS Number	: TBA

Recognition of Prior Learning (RPL) Policy

Recognition of Prior Learning (RPL) is an assessment process, which recognises all skills, knowledge and experience gained through life, work, and previous training or formal education. It provides you with a formal qualification that makes you more employable and may increase your earning prospective.

Who can apply for RPL?

- Students with relevant work experience in industry (paid or unpaid).
- Students who can demonstrate that, through prior learning and experience, they are already competent in the intended learning outcomes of the training course.
- Students who have skill and knowledge gained through earning qualifications issued by other Registered Training Organisations (RTOs) (Credit Transfer and National Recognition).

The Key objectives of our RPL process are to:

- Recognise skills and training gained through another registered training organisations;
- Reduce duplication of student learning and training;
- Ensure that (the) RPL processes are monitored, evaluated, and updated where appropriate;
- Advise all RPL candidates of their right of appeal through formal processes;
- Allow the completion of studies in the shortest possible time;
- Provide clear RPL processes and outcomes;
- Ensure RPL assessors will advise students of further training options that can assist their career pathway;
- Provide quality advice and support to potential and current applicants;
- Conduct the RPL process only in respect to courses that are within Riverton's scope of registration;
- Ensure that only fully qualified assessors are involved in the RPL process;
- Ensure fees and charges are fair and competitive with the industry standard.

How is prior learning recognised?

Applications will be assessed against the set learning outcomes and associated performance criteria within a course or subject that must be achieved before the applicant will be deemed competent by the assessor. In other words the process involves establishing what applicants already know and can do in terms of the learning outcomes of the unit of competence.

This recognition process enables applicants to focus on developing their skills and knowledge in new areas, rather than having to re-learn what they already know and can do. RPL may be granted when all the stated learning outcomes and performance criteria of the training courses have been shown to be met.

Benefits of RPL/ Credit Transfer:

- Avoids unnecessary repetition of learning experiences;
- Conforms to the requirements for equity in adult education programs;
- Encourages the development of a variety of assessment procedures;
- Assesses the participant's current competence in comparison to the stated standards of competence required; and
- Clarifies what relevant skills the participant does and does not possess so that the learning program can be tailored accordingly.

Examples of evidence required of competencies gained through prior learning

Evidence can be gathered in many different ways of the competencies you hold, however exemptions can only be granted on current evidence, which could be work that has been completed within the last two years. Below are a few examples of the kinds of ways in which evidence can be provided. Students are required to provide a variety of current evidence to support their application.

Education and training (RPL)
- Evidence of any formal, accredited, or informal training;
- Copies of certificates, diplomas, or other qualifications achieved from other courses (school or tertiary results);
- Statements outlining courses or study that you have undertaken, and the learning outcomes or competencies achieved from these.

Work-related experience
- Positions held in the workforce;
- Resume of work experience, which may include reports from work colleagues;
- Copies of any statements, references or articles about your employment or community involvement;
- Relevant samples of work.

Life experiences
- Industry involvement;
- Relevant work or other experiences;
- Evidence of home or self directed study which may include a list of recent readings, a synopsis of seminars attended, or reports of own research and/or analysis undertaken.

Note: the above mentioned evidences are only examples. You should provide all the documentation that clearly shows evidence of the competencies achieved.

Credit transfer arrangements:

- Credit transfer is directly related to competencies gained.
- Credit transfer procedures require documentation of competencies achieved so that they can be matched with the outcomes of a training course.
- It is recommended that credit transfer should only apply to competencies of work that are up-to-date. Therefore, any education, training, work experience or life experience accumulated more than two years previously should not be eligible for credit transfer.

In general, all qualifications and statements of attainment issued by other registered training organisations within the two-year time frame will be recognised, and credit transfer is available to all students enrolling in any of Riverton's courses on our scope of registration.
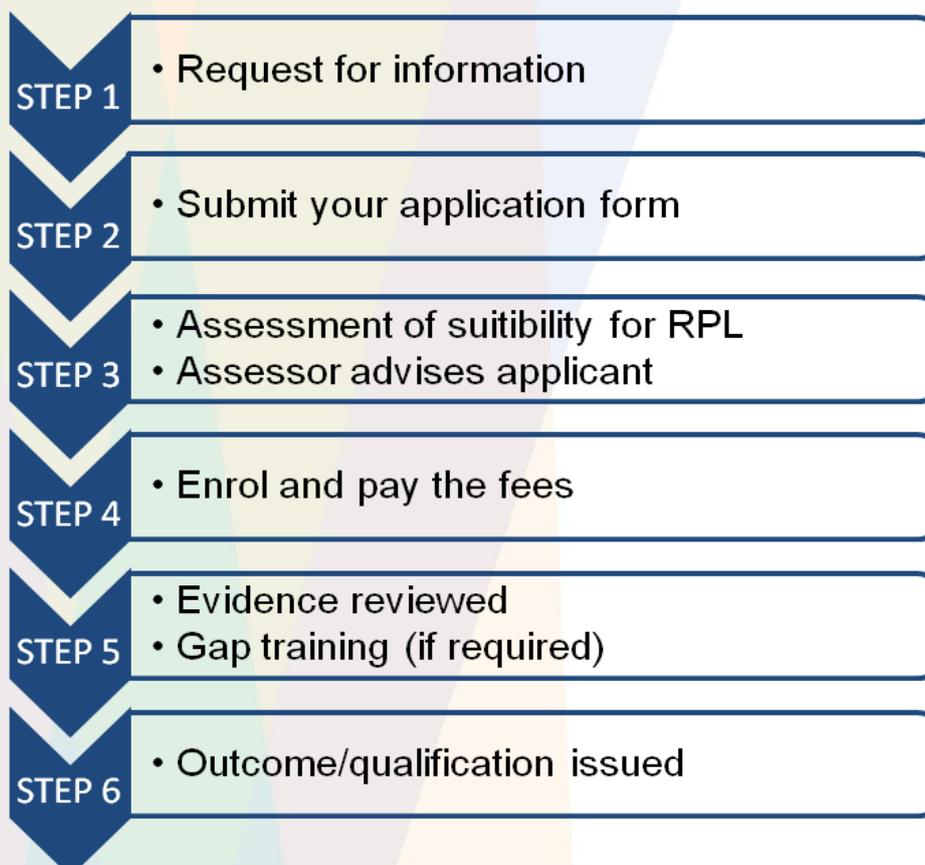
Recognition of Prior Learning (RPL) Procedure

If you deem that you have already acquired the learning outcomes of a training course that is offered by the Riverton Institute of Business & Technology, you may formally apply to have these skills recognised.

Assessment is primarily conducted through students providing evidence of the relevant competencies that they believe they hold. The application form is to be completed and forwarded together with the required fees.

Before you submit your formal application, a qualified assessor can meet with you to match your skills to a recognised qualification and will discuss the evidence required to support your application. You may be eligible for either a full or part qualification. If you are eligible for a part education only, your RPL assessor will advise you of further training requirements that can assist you in gaining a full qualification.

Below are the steps to follow when applying for an RPL:

STEP 1
• Request for information

STEP 2
• Submit your application form

STEP 3
• Assessment of suitibility for RPL
• Assessor advises applicant

STEP 4
• Enrol and pay the fees

STEP 5
• Evidence reviewed
• Gap training (if required)

STEP 6
• Outcome/qualification issued

Attachments to the application should be:

- Certified copies of the relevant qualifications, transcripts, course outlines and /or other academic records, including the title of the module, duration (hours) of learning, and results (marks and grades)
- Verifiable work samples – certified by your employer, supervisor, and/or colleagues

RPL Assessment

Once the application is submitted, the Training Coordinator/Assessor will conduct a preliminary assessment to determine the completeness and relevance of the documentation. The applicant will be advised of:

- Acceptance of the application; or
- If any additional documentation that is required before the application can be formally assessed.

Once the application is deemed complete, the Training Coordinator/Assessor will compare the evidence provided by the applicant with the performance criteria. A judgment will be made about whether the applicant wholly or partially meets the requirements. The Training Coordinator/Assessor will check that the submitted evidence is within the guidelines of evidence:

- Validity (is the evidence relevant?)
- Sufficiency (is there enough evidence?)
- Authenticity (is the evidence a true reflection of the candidate?)
- Currency (is the evidence recent – obtained within the preceding 2 years?)

On the occasion of partial completion of learning outcomes, the Training Coordinator/Assessor will outline the performance criteria that still need to be achieved, and preferably what evidence is still required. Students may be required to:

- Supply further supporting documentation
- Complete the assessment activity portfolio
- Complete individual unit(s) of competence of the appropriate training course

Riverton Reserves the right to check and identify any original qualifications, academic records or other evidence supplied.

Notification to Applicants:

Once all the criteria for submission are met, the Training Coordinator/Assessor will complete the assessment and inform the applicant of the outcome within two to three weeks of receiving the completed application. The applicant will be required to sign off on the approval of recognition of prior learning or disapproval on form provided. The original form will be placed on the applicant's file and a

copy given to the applicant. The Trainer is also required to submit a report of the outcome to the Director of Operations for review. All RPL and Credit Transfer records are to be filed according to Riverton's record-keeping policy.

RPL Decision - Appeal Process

The applicant has the right to appeal the Training Coordinator's/Assessor's decision, if they feel that the outcome is unfair, unjust, or if the Assessor has simply misinterpreted the evidence provided.

In case of an appeal, the Director of Operations will be assigned to review the materials available and make a decision to grant recognition or deny recognition. The Director will advise the applicant of the decision within two weeks of receiving the appeals application.

The decision of the RPL Review Officer (Director of Operations) will be final. If applicants are still unhappy with the decision, the Industry Skills Council can be contacted for an independent opinion.

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