



Recognition of Prior Learning (RPL) Policy and Procedure

PURPOSE

AIHFE provides a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous or current training, work experience and / or life experience.

The underlying principle of Recognition of Prior Learning (RPL) is that no individual / participant should be required to undertake a unit of study in a training session 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.

Policy

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 will take place by a qualified assessor who has successfully completed Certificate IV in Training and Assessment and who has the vocational competencies in the unit they are assessing the participant's competency against.

Australian Qualifications Framework (AQF) Definition

Recognition of prior learning (RPL)

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit

Credit

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/ or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing

Under the Australian Qualifications Framework (AQF) the AQF Qualifications Pathways Policy builds in to the AQF the capacity to genuinely support student's lifelong learning.

Reference to AQF Qualifications Pathway Policy - AQF Handbook Second Edition January 2013 in conjunction with the below process and related policies and procedures of AIHFE.

Procedure

General information for individuals

All enquiring and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for RPL. Individuals are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any class/workshop opportunities offered should they be unsuccessful in the RPL process.

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 will be awarded)
- There is a fee charged for RPL process and usually it is a 50% of the published unit/subject fees. Candidates are encouraged to contact the college to confirm the RPL processing fees prior to making a decision to apply.
- The Institute will not commence the RPL process until the RPL fees are paid in full.

Student request for RPL

- If a student wishes to apply for RPL they must complete the 'RPL Application' 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 to be completed and students will be required to identify how they address the elements and performance criteria of each unit included in the RPL application.
- Once the RPL application form is completed, they are required to submit this with associated evidence to the AIHFE.
- The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies.
- This RPL application and evidence is to be assessed by an Assessor and the student is to be notified of the outcome of whether they can proceed with the RPL or not.
- When a student has been assessed to proceed with the RPL, the AIHFE is to supply the student with the appropriate units /subject outline for self-assessments and to provide necessary evidence.

Assessment Process

The AIHFE is required to ensure that all RPL assessment undertaken is completed and recorded appropriately. The following is to occur in the assessment of an RPL.

- On receipt of the self-assessment and relevant documentation from the participant, the evidence will be assessed against the competency standards for the particular units.
- Once an initial assessment is made, the student will be requested to enroll in the RPL unit. It is only after the student enrolment, the formal assessment process will commence.
- Assessors in making an assessment 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 judgment of competent 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
- In judging evidence, the assessor must ensure that the evidence of prior learning is:
 - authentic (the candidate's own work)
 - valid (directly related to the current version of the relevant endorsed unit of competency)
 - reliable (shows that the candidate consistently meets the endorsed unit of competency)
 - current (reflects the candidate's current capacity to perform the aspect of the work)
 - covered by the endorsed unit of competency, and
 - sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).
- 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
- All original documents such as certificates, workplace reports, etc, should be copied after being sighted by the assessor and then the copy signed with a date, signature and printed name of the assessor.
- Where RPL is 'Granted' this information will be communicated in writing by the Institute to the participant within ten (10) business days of completion of

the assessment, and the qualification / statement of attainment will then be issued.

- Where RPL is 'Not Granted' participants will be notified in writing of the outcome within ten (10) business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable)
- In all cases, a copy of the RPL documentation and outcome will be kept in the learner's file

Appeals

Where the outcome of an RPL is not granted and the participant 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 'Appeals and Complaints Policy and Procedure.' This policy and procedure can be gained from Administration.

The request for an appeal must be lodged in writing no later than ten (10) business days from notification of the outcome of the application.