

Recognition of Prior Learning

In accordance with Clause 1.12 of the Standards for RTOs 2015, AIHFE will provide students with the opportunity to seek recognition of prior learning (RPL) through a systematic process. RPL is a process that assesses a learner's competency which has previously been acquired outside of the formal training and education system, to determine if a learner meets the requirements for a unit of competency. The RPL process removes any duplication of training and assessment and enables students to gain formal qualifications based on the informal training and education they possess.

General Recognition of Prior Learning Assessment Principles

When a student applies to undertake an RPL process, AIHFE will be guided by the following:

- All learners are entitled to apply for RPL in a nationally recognised training program in which they are enrolled into;
- Learners will be encouraged to apply for RPL prior to the commencement of their training program – AIHFE engages with the learner during the enrolment process, asking if they would like to apply for RPL, but they may apply for recognition at any time throughout their enrolment period;
- There are fees applicable for a learner to apply for RPL and it is listed in the fee structure document on our website.;
- Learners may only apply for RPL for units which are included on our scope of registration;
- The principles of assessment – fairness, flexibility, validity and reliability; as well as the rules of evidence – validity, sufficiency, authenticity and currency will be applied to all RPL assessments; and
- We may only award RPL for entire units of competency, not parts of a unit of competency.

Suitable RPL Evidences

As RPL is a type of assessment, evidences are to be collected to prove that the student have the knowledge and skills previously acquired through informal training, work, volunteering, life and other relevant experiences. The evidences collected must prove that the knowledge and skills held by the student is sufficient, valid, authentic and current.

Examples of acceptable evidences include:

- Assessments of current knowledge
- Certificates of informal learning or training undertaken by the candidate in the past 5-years
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Job descriptions and/or letter of offer detailing the candidate's job scope
- License documents
- Observation by an assessor in the workplace
- Performance appraisals or reviews
- Photographs or videos of the candidate carrying out their work
- Practical assessments of current skills
- Professional or trade memberships
- Records of workplace training
- Reports from current and previous supervisors or managers
- Resume
- Testimonials from clients
- Verified references from current and previous supervisors or managers
- Work records and samples

AIHFE does not consider only one form of the above list of evidences sufficient, and multiple forms of evidences will be required to support the judgement that the student is indeed competent and meets the requirements of the unit(s) of competency.

Appealing the Outcome of an RPL Assessment

Should a student be dissatisfied with the outcomes of the RPL assessment, they have the right to an appeal. The appeal must be lodged within **20 business days** from the date they were notified of the assessment outcome. The student is to lodge their appeal via mail and AIHFE will endeavour to process and finalise the appeal within **20 business days** of receiving the appeal. Should it take us longer to review the appeal, AIHFE will provide regular updates to inform the appellant of the progress. This should be done at least once every fortnight. Refer to our Complaints and Appeals policy for more information on the Appeals process.

RPL Assessment Procedure

1. **Application for RPL received** – when the application is received, check that the *Recognition of Prior Learning Application Form* submitted is completed in its entirety.
2. **Enrol student into RPL units** – the student is then enrolled into the RPL unit and given access to the online learning platform, where they are required to upload the relevant evidence and an invoice is issued out for the fees. RPL fees are published in the AIHFE website in the course schedule and fee structure document link in each qualification course overview page.
3. **Review assessment evidences submitted** – once the fees are received, and the evidences upload onto the online learning platform, the Assessor is then to review the evidences and make a determination as to whether the RPL application can be approved. If further evidence is required, the Assessor is to request the evidence from the student and arrange an interview (if required).
4. **Student notified of outcome** – the outcome of the RPL assessment is to be provided to the student. If the student is dissatisfied with the outcome, they can lodge an appeal within 20 business days.
5. **Record information on student's file** – when all assessment and appeal processes (if applicable) have concluded, the assessment outcome is to be recorded on the student's file. Ensure that all evidences and assessment tools, as well as communication on all matters related to the RPL are saved to the student's file. Where required, the student is to be issued with their AQF certification documents.