Recognition to Prior Learning Policy and Procedure

1. Purpose

1.1. This Policy and Procedure outlines the process of applying for and granting of Recognition of Prior Learning (RPL).

1.2. It also ensures Epoch International Collegefollows the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National code 2018 standard 2.3 – 2.5) and ASQA's Standards for Registered Training Organisations 2015.

2. Clause 1.8

The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

3. Clause 5.1

Prior to enrolment the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

2.0 Definitions

2.1 Recognition of Prior Learning means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).

b) Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business), and

c) Informal learning refers to learning that results through experience of work- related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

3.0 Responsibility

3.1 The Training Manager is responsible for the implementation of this policy.

3.2 The Training manager is responsible for executing this policy.

4.0 Requirements

4.1 The Recognition to Prior Learning Form must be completed in order to apply for RPL and givento reception.

4.2 RPL should be applied for at enrolment time or within 28 days of course commencement.

4.3 Recognition of Prior Learning must be structured to minimise the cost and time to applicants whilst retaining the integrity required by ASQA to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents.

4.4 The provider must ensure that any applicant for Recognition of Prior Learning is provided with-

- Information about the competencies and performance criteria relevant to theirrecognition ofPrior Learning application
- Adequate information and support to enable them to gather reliable evidence of Competency
- Opportunities to obtain feedback on the evidence proposed prior to finalisation of theapplication

4.5 Competencies for which RPL is being requested may have been developed throughformaleducation and training, through work experience or training or through life experiences.

4.6 A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.

4.7 It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes

5.0   Method

5.1 An initial interview is held with the applicant to thoroughly explain what RPL is and the RPL process. If the applicant wishes to apply for an RPL Assessment, then an application form will be provided inclusive of all the information verbally provided.

5.2 The applicant will also be guided to the Epoch International College'sRPL policy for further reading of RPL.

5.3 RPL applications are made using the Recognition of Prior Learning application form or using the enrolment form is applying to undertake a course of study.

5.4 The applicant is encouraged to seek advice on completing the student RPL application form(including self – assessment) and how to gather reliable evidence for their application

5.5 A review of the application will be undertaken to ensure there is a need to recognise existing competencies. If it is deemed as yes, RPL Kit will be provided to the applicant.

5.6 A copy of the RPL application form and all verified supporting documentation is placed into thestudent's file.

5.7 Any course duration reduction because of RPL (granted to students) must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of Visa.

5.8 The Course Coordinator will schedule the RPL assessment time(s)-

- Interview
- Competency Conversation
- Practical Assessment – (if required)

5.9 The RPL Assessment will be conducted by the Training manager, ifthe Training manager is notavailable a qualified Trainer and Assessor will be assigned to conduct the RPL Assessment.

6.0   Gathering of evidence and making a judgement

6.1 As part of the RPL assessment process all candidate is required to prepare a portfolio of documentary evidence against each unit they are seeking RPL for

6.2 Generally, this portfolio is submitted with the application, however sometimes the portfolio may not be complete as the candidate may still be gathering evidence from other sources.

6.3 The assessor will review the information provided and begin to match up skills to the units in the qualification

6.4 The interview process; This interview is the where the assessor commences to verify the authenticity and validity of the evidence submitted and ay seek further clarification

6.5 The interview will include:

- Identifying the relevant documentary evidence for each unit that will contribute to the RPL application such as resumes, position descriptions and references
- In addition, oral questioning to gather further evidence of skills and knowledge for each unit.

6.6 If further evidence is required supplementary evidence gathering strategies may apply to support the RPL application; Competency conversation, and Practical Observations

6.7 The assessor may request for supporting documentation to support the RPL application such as; Third party report

6.8 At this point the assessor will determine the outcome of the RPL assessment and may recommend partial RPL and training for the certain areas of units couldn't be satisfied through the RPL process.

6.10 Before the decision is confirmed the assessor must ensure that all evidence is:

Principles of assessment have been applied;

- Fairness, Flexible, Valid and Reliable and valid and Rules of Evidence have been applied - Validity, Sufficiency, Authenticity, Currency

7.0   Documenting the assessment decision

7.1   The assessor must ensure that all the paperwork is completed correctly, dated and signed by both parties.

7.2   All portfolio evidence must be in the correct order pertaining to each unit of competency.

7.3 All original documents must be photocopied and stamped with the Epoch International College's 'original sighted'' andsigned.

7.4 Candidate will be advised promptly of the decision where RPL is "Granted" in writing within10 working days of completion of the assessment.

7.5 Where RPL is "Not Granted" candidates will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the participant is to include a reason for refusal (where applicable). Complaint and appeal procedure would apply.

7.6 RPL application documentation, assessment processes, completed RPL kit and outcomes must be placed in the candidate file.

7.7 Granting of RPL must be recorded as a unit outcome in the candidate's file.

7.8 The Student Management System (SMS) must be updated with RPL or competent for each of the units for which RPL have been granted.

7.9 Any course duration reduction because of RPL (granted to students) must be indicated on the Confirmation of Enrolment if granted prior to the issue of a visa or on PRISMS if granted after the issue of Visa.

7.9 If the candidate is granted one or more credits, then the fees will be subjected to adjustment as per the total hours of unit, only fees for RPL will be charged.

8.0 Complaints and Appeals

8.0 If the result is "NOT Granted". The candidate must also be informed of their right to appeal using the Epoch International College's Complaints and Appeals Policy and Procedure.

8.1 The candidate will be advised of this option and presented with the relevant form should they wish to seek this option.

8.2 Complaints and Appeals Policy and Procedure can be requested from theEpoch International College's reception or via email: *info@epoch.edu.au*

8.3 Epoch International Collegemust notify the student of the outcome of the appeal process and receive their acknowledgement.

8.4 This notification will be placed in the student file.