

# RECOGNITION OF PRIOR LEARNING POLICY & PROCEDURE



## 1. Purpose and scope

This document explains the process and procedure for applying for and granting Recognition of Prior Learning (RTO) to students. This document relates to the following Clauses

### **ASQA Standards for Registered**

Clause 1.12 The RTO offers recognition of prior learning to individual learners.

### **Queensland Vocational Education and Training Skills Assure Supplier Agreement:**

**Clause 4 Supplier's obligations**

(b) comply with the terms of this agreements

**Clause 11 Records**

The supplier must keep the following information and material for 7 years from the end of the Term:

(b) The completed assessment items for the Unit of Competency retaining in hard copy (paper-based) or electronic (digital/scanned) form and

(c) any other information and material required to substantiate claims for funding as outline in the Departments evidence requirements documents, or reasonably requested by the Department

## 2. Definitions

**RPL** Recognition of Prior Learning is the formal acknowledgement of current skills, knowledge and attitudes held because of education and training, work experience and/or life experience, it is essentially an assessment only pathway in the VET system

**ASQA** Australian Skills Quality Authority which is the national VET regulator and the RTO's registering body

**SRTOs** means the Standards for RTOs 2015 – refer definition of 'Standards'

**Standards** means the *Standards for Registered Training Organisations (RTOs) 2015* of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)

**AXE** Axcelerate Racing Queensland Student Management system



### **3. Responsibility**

The RTO Operations Manager is responsible for the control and implementation of this Policy and Procedure. RTO Staff including Industry Educators, RTO Quality and Compliance Co-Ordinator and RTO Administrator responsible for adhering to these practices.

### **4. Policy**

Recognition of Prior Learning (RPL) is a process that assesses an applicant's competency to determine if they meet the requirements for a Unit of Competency/Qualification. RPL is an assessment process only and no training is provided. Suitable evidence MUST be provided for ALL Performance Criteria and Performance and Knowledge Evidence in the Unit of Competency for a student to be assessed as successful in displaying competency in that unit.

When conducting RPL the integrity required by the VET Quality Framework to recognise competencies in accordance with the requirements of Training Packages, the Principles of Assessment and the Rules of Evidence must be maintained

#### **Principles of Assessment**

- Fairness
- Flexibility
- Validity
- Reliability

#### **Rules of Evidence**

- Authenticity
- Validity
- Sufficiency
- Currency

#### **Racing Queensland will ensure that all RPL applicants are provided with:**

- Information about the Units and Performance Criteria relevant to their RPL application
- Student Handbook containing RQ RPL policy
- The complete RPL toolkit
- Adequate information and support to enable them to gather reliable evidence
- An opportunity to obtain feedback on the evidence proposed prior to finalisation of the application

#### **All applications must provide the following:**

- Portfolio of evidence against the Performance Criteria, Knowledge and Performance Evidence (Verified as the applicants work)
- All video /image evidence of the student must include an introduction by the student to evidence they are the author of the video/image
- A completed Self-assessment checklist
- A Third-Party Report (verified by current supervisor)
- A Competency Conversation (verified by current supervisor)

#### **Educator must provide the following**

- A mapping guide for each Element
- A completed RPL assessment coversheet
- All evidence should be clearly filed in the student file using the correct file pathway and naming convention



## 5. Procedure

### RPL Discussion

The RTO Administrator advises the Industry Educator of a new enrolment. The Industry Educator contacts the student within two days and completes the RPL Interview Checklist and provided the applicant with a Self-assessment checklist. Based on the interview and the self -assessment checklist the Industry Educator determines what units would be suitable for RPL. The Industry Educator then emails the RPL toolkit to the student.

### RPL Follow Up

Within two days of the RPL toolkit being sent to the student, the Industry Educator telephones the student to explain the RPL process and answer any questions. During this phone call the Industry Educator provides the following information:

- Advice on how to collect and present evidence to support their application
- Overview of the RPL toolkit and how to complete documentation
- Time frame for submission of the RPL portfolio (Student has five weeks to submit their evidence portfolio)

After 3 weeks the educator calls the student to check on the progress and answer any questions.

### Educator Receives and Reviews RPL Evidence

Using the Evidence Portfolio provided by the student and matching the evidence against the Evidence Guide, the Industry Educator conducts the RPL assessment ensuring the Principles of Assessment and Rules of Evidence are followed.

The Industry Educator identifies Units of Competencies which meet the Evidence Requirements. Any gaps in the evidence are identified and the student is provided with an opportunity to supply additional evidence (Student has one week to submit additional evidence).

The Industry Educator then conducts a Competency Conversation with the student and confirms Third-Party Reports with the Supervisor. Once completed the Industry Educator saves the RPL evidence in the student file located on RQ common drive.

A copy of the following is placed in the RTO Quality and Compliance Coordinator's in-tray for compliance reviews.

- Competency Conversation
- Mapping Guide
- Self-Assessment Questionnaire and Evidence Submission
- RPL Unit Assessment cover sheet indicating the assessment outcome for each unit

### Compliance check

Using the RPL Unit Submission – Compliance Review Form the RTO Quality and Compliance Coordinator completes the compliance review for each unit, within one week of submission. Quality and Compliance Coordinator submits the completed RPL submission to the RTO Administrator for processing.



## **Administrative processing**

RTO Administrator sends feedback to the student and Industry Educator regarding outcome of RPL submission. RPL is recorded as a unit outcome in the students file and entered in RQ Student Management System. Students individual training plans are updated to reflect any RPL granted.

## **Appeals**

An appeal can be made to RQ to request a review of a decision, including assessment decisions. Appeals should be made to the Industry Educator in the first instance, if unresolved, contact the RTP Quality and Compliance Coordinator, if still unresolved, contact the RTO Operations Manager. RQ will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

## **6. References & Related Documents**

Document	Document
Standards for Registered Training Organisations 2015	Queensland Vocational Education and Training Skills Assure Supplier Agreement

## **7. Version History**

Current Version:	1	Date Made:	05/08/21	Effective Date:	05/08/21
Document Owner:	RTO Quality and Compliance Coordinator			RTO Operations Manager:	06/08/21
Enquiries to:	RTO Quality and Compliance Coordinator			Due for Review:	06/08/21

Version	Effective	Document Owner	Changes Made
[X]	[d/m/yyyy]	[Role/Position Dept.]	[Brief description]





## Workflow



