

## Recognition of Prior Learning Policy and Procedure

### 1.0 Purpose

1. This Policy and Procedure outlines the process of applying for and granting of Recognition of Prior Learning (RPL).
2. It also ensures NAHB follows the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and ASQA's Standards for Registered Training Organisations 2015.

#### Clause 1.8

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

#### Clause 5.1

Prior to enrolment or the commencement of training and assessment, whichever comes first, 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

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

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

### 4.0 Requirements

1. The Recognition to Prior Learning Form must be completed in order to apply for RPL and given to reception.
2. If the applicant is also going to be undertaking studies at NAHB RPL should be applied for at enrolment time or within 28 days of course commencement.

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. NAHB must ensure that any applicant for Recognition of Prior Learning is provided with
  - Information about the competencies and performance criteria relevant to their Recognition of Prior 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 the application
5. Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.
6. A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.
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
8. RPL Process is charged as per the Course and Fee Guide at NAHB.
9. NAHB provides a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These might include:
  - mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
  - questioning (oral or written)
  - observation of performance in work based and/or simulated environments
  - challenge examinations/assessments
  - consideration of third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
  - consideration of a portfolio and review of contents, and
  - participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

## 5.0 Procedure

1. An initial interview is held with the applicant to thoroughly explain what is RPL and the what is 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.
2. The applicant will also be guided to the NAHB website [www.nahb.edu.au](http://www.nahb.edu.au) for further reading of RPL.
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.
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. A review of the application will be undertaken to ensure there is a need to recognise existing competencies. If it is deemed as yes, a full RPL Kit will be provided to the applicant.
6. A copy of the RPL application form and all verified supporting documentation is placed into the student's file.
7. A Letter of offer, Letter of acceptance, student agreement and eCOE (where applicable for International students) will be issued and a reduction of the qualification duration may be granted because of RPL.
8. The Training Manager will schedule the RPL assessment time(s)
  - Interview
  - Competency Conversation
  - Practical Assessment – (if required)
9. The RPL Assessment will be conducted by the Course Coordinator, in the event that the Course Coordinator is not available a qualified Trainer and Assessor will be assigned to conduct the RPL Assessment.
10. **Gathering of evidence and making a judgement**
  - As part of the RPL assessment process all candidate are required to prepare a portfolio of documentary evidence against each unit they are seeking RPL for
  - 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.
  - The assessor will review the information provided and begin to match up skills to the units in the qualification.
  - 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.
  - 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.
      - If further evidence is required supplementary evidence gathering strategies may apply to support the RPL application; Competency conversation, and Practical Observations
      - The assessor may request for supporting documentation to support the RPL application such as;
      - Third party report

- At this point the assessor will determine the outcome of the RPL assessment and may recommend gap training for the candidate if it appears that certain areas or units couldn't be satisfied through the RPL process.
- If the candidate agrees to gap training the candidate will then follow the NAHB enrolment process to study the relevant unit/s of competency.
- 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

#### 11. Documenting the assessment decision

- The assessor must ensure that all the paperwork is completed correctly, dated and signed by both parties.
- All portfolio evidence must be in the correct order pertaining to each unit of competency.
- All original documents must be photocopied and stamped with the NAHB's original sighted" and signed.
- Candidate will be advised promptly of the decision where RPL is "Granted" in writing within 10 working days of completion of the assessment.
- 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.
- RPL application documentation, assessment processes, completed RPL kit and outcomes must be placed in the candidate file.
- Granting of RPL must be recorded as a unit outcome in the candidate's file.
- The Student Management System (SMS) must be updated with RPL or competent for each of the units for which RPL have been granted.
- If applicable, after Credit/s are granted, the candidate's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction must be recorded and placed on the student's file.
- If the candidate is granted one or more credits, then the fees will be subjected to adjustment and student/candidate will be notified accordingly in the Letter of offer.

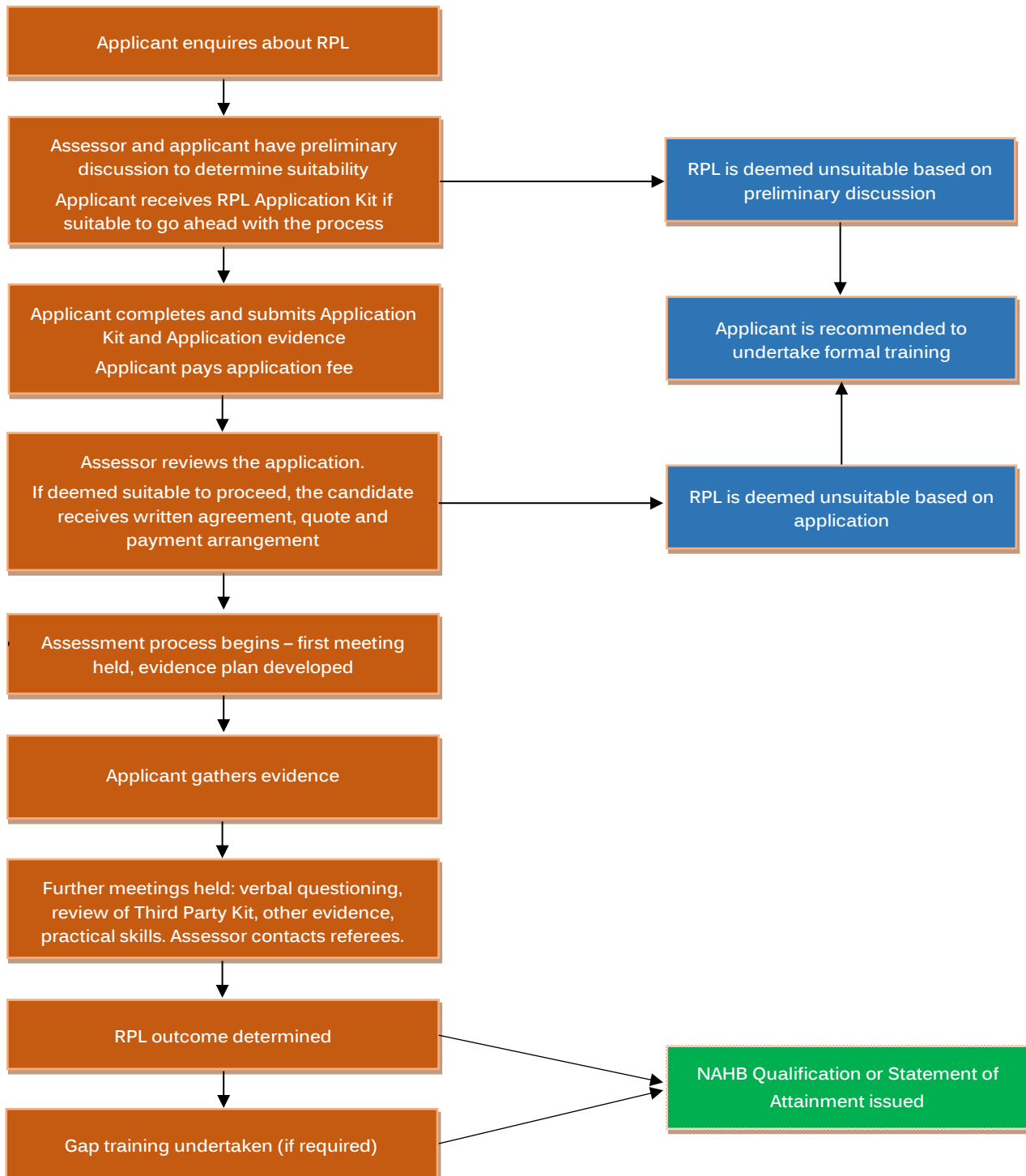
#### 12. Complaints and Appeals

- If the result is "NOT Granted". The candidate must also be informed of their right to appeal using the method outlined in Complaints and Appeals Policy and Procedure.
- The candidate will be advised of this option and presented with the relevant form should they wish to seek this option.
- Complaints and Appeals Policy and Procedure can be viewed and downloaded from the NAHB website [www.nahb.edu.au](http://www.nahb.edu.au)

- NAHB must notify the student of the outcome of the appeal process and receive their acknowledgement.
- This notification will be placed in the student file

## Appendix 1

### RPL Assessment Process Flowchart



<b>Document History</b>		
<b>Version No, Date</b>	<b>Modification Details</b>	<b>Modifications made by:</b>
<b>1.0, June 2017</b>	Published the first version of the policy	Prabhjot G

### **Related Documents**

Recognition of Prior Learning Kit  
Complaints and Appeals Policy

### **Documents where the Policy is Quoted**

Website  
Student Handbook

**Review Date:** June 2018