

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Standards & Legislation

This policy incorporates the requirements of:

Standards for Registered Training Organisations (RTOs) 2015

Scope

The policy applies to prospective Cultura students, current students enrolled in Vocational Education and Training (VET) courses with Cultura.

Definitions

Recognition of prior learning (RPL) is defined in the AQF as follows:

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.

- **Recognition of current competency:** When a student has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained (currency). In this case no extra skill or competencies are assessed
- **Formal learning:** Learning that takes place through a structured program of learning delivered by a registered education provider, and which leads to the full or partial achievement of a nationally recognised qualification.
- **Informal learning:** Learning gained through work, social, family, hobby or leisure activities and experiences.
- **Currency:** A student's ability to demonstrate current industry skills, knowledge and understanding, so generally (depending on the industry and rate of change in practices) the evidence provided should be from either the present or the recent past.
- **Competent:** RPL is granted based on the evidence provided (this may also include a competency conversation between the assessor and student).
- **Not yet competent:** The assessor has conducted assessment based on the evidence provided, however the requirements of the unit/s of competency have not been met and the student cannot be deemed competent

Purpose

The intention of the policy is to ensure that Recognition of Prior Learning (RPL) is offered to all students who apply for enrolment in a qualification being offered by Cultura Training.

To ensure that the process for recognition of prior learning is controlled and conducted in a valid, reliable and fair manner, and establish a system for individuals to be assessed in nationally recognised courses.

To ensure that an individual's prior learning, achieved through formal and informal training, work experience or other life experiences is appropriately recognised. And that the RPL:

- a) Meets the requirements of the relevant Training Package or VET accredited course;
- b) Is conducted in accordance with the principles of assessment and the rules of evidence;
- c) Meets workplace and, where relevant, regulatory requirements; and
- d) Is systematically validated.

Overview

- a) Cultura complies with the Standards for Registered Training Organisations (RTOs) 2015 including the clauses related to RPL – clauses 1.2, 1.8, 1.12 and 3.5.
- b) Cultura is committed to ensuring all prospective students and current students are aware of the opportunity to apply for RPL.
- c) Students have the right to have relevant previous learning, knowledge and skills recognised, regardless of how or where they were acquired.
- d) RPL is a form of assessment, and as such will be conducted in accordance with the rules of evidence and principles of assessment.
- e) Cultura is committed to ensuring principles of access and equity are adhered to and providing additional support if required including Language, literacy and numeracy (LLN), disability needs or reasonable adjustment.
- f) The AQF facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.
- g) RPL is one of a number of processes for establishing credit or advanced standing. RPL broadens access into formal learning by enabling credit to be given for student achievement through other formal, non-formal or informal learning.
- h) RPL involves issuing organisations undertaking an assessment of each individual who applies to determine the extent to which that individual's previous learning is equivalent to the learning outcomes of the components of the destination qualification.
- i) A student may be granted RPL for all or some of the units of competency that form part of a qualification. A partial RPL, that is where RPL is granted for some but not all of the units of competency that form part of a qualification, will mean the student will only need to successfully complete the outstanding units in order to gain the full qualification. This will result in reduced learning and assessment hours and course duration.

Policy

- 1.1. It is the policy of Cultura Training to discuss and offer RPL to each student prior to enrolment, specifically identified during the pre-training review and pathway conversation.
- 1.2. Cultura's approach to the granting competency through RPL will not unfairly advantage or disadvantage any prospective or current student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing that the learning is current and relevant to the unit/s of competency applicable. These learning experiences include the student's relevant formal, informal and non-formal learning.
- 1.3. Assessment methods provide a range of ways for students to demonstrate that they have met the required outcomes and can be granted RPL. Evidence may include, but is not limited to: documentary evidence (third party reports, work samples, reports), questioning (oral or written), observation of performance or participation in structured assessment activities or simulations.
- 1.4. There is no limit to the number of units of competency that RPL may be applied for in relation to a course.
- 1.5. The granting of RPL may have an impact on the structure and duration of the course. No two cases are the same and the student may need to discuss their individual circumstances and needs with their assessor.
- 1.6. RPL is a form of assessment, therefore there is a fee charged. no variation to the course cost if RPL is applied for, granted or not granted.
- 1.7. To be eligible for RPL, the student must be able to provide verifiable evidence of their skills, experience and knowledge in relation to the unit in question. This means their evidence must satisfy the requirements of the Performance Criteria, Required Knowledge/Knowledge Evidence and Required Skills/Performance Evidence of the unit of competency as per the training package requirements.

RPL Assessment Methods

RPL Assessment methods should:

- a) Include reasonable adjustment for the literacy levels, cultural background and experiences of students, and it should not be a proxy for the assessment of skills such as literacy except where these are intrinsic to the learning outcomes of the qualification component;
- b) Address the specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the particular qualification components for which credit is sought;
- c) Provide 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;
- d) The assessment outcomes may enable the student to meet the entry requirements and/or components of the qualification. This may reduce the duration of the qualification;
- e) The agreed credit outcomes of the assessment of previous learning through RPL are specific to the individual;
- f) They may establish a precedent which can be used for other RPL assessments and potentially form the basis for future credit transfer agreements.

Verifiable evidence

Verifiable evidence includes, among others but not limited to:

- Resume
- Position Description/s
- Performance Appraisals
- Workplace Documentation
- Certificates of Attendance at short courses, workshops or seminars
- Professional Development activities
- References or Testimonials from employers or clients
- Photos or videos of work performed
- Challenge test
- Awards or Prizes

Additionally, the applicant will be required to undergo a competency conversation and may be required to perform a practical demonstration of skills.

Related Documents

- Recognition of Prior Learning (RPL) Assessment Kit Template
- Recognition of Prior Learning (RPL) Information for Students



- Enrolment Procedure
- Trainer Procedure Manual
- Fee Matrix