

RECOGNITION OF PRIOR LEARNING (RPL) POLICY (IN ACCORDANCE WITH H&H REGULATIONS)

Scope:

This policy has been developed to protect the interests and reputation of H&H Accredited Training ('the business') and relates to Recognition of Prior Learning (RPL) as a formal process which awards credit for knowledge and skills or competencies acquired through previous study, training, employment or life experience. RPL can be awarded for performance criteria which comprise part or all of units of competency under the scope of H&H's registration.

Purpose:

To ensure each enrolling applicant is provided with the correct information to apply for RPL, and the process is conducted in a fair and equitable manner by H&H. This procedure is not to be confused with the Credit Transfer (CT) Policy and Procedure.

Guidelines:

The H&H RPL policy is guided by the following principles:

- The RPL process will strive to provide accurate and fair recognition for prior knowledge and skills
- Applicants should be encouraged to discuss the requirements and the types of evidence they are thinking of presenting prior to submitting the application
- The RPL process will incorporate principles of access and equity by recognising the knowledge and skills of all students, regardless of age, gender, disability, geographic location, language barrier and cultural, ethnic or social background
- Adequate information and support to enable them to gather reliable evidence of competency
- Individual students will receive all relevant information and adequate support when undertaking the RPL process
- The RPL process will focus on knowledge and skills regardless of how, when or where these were gained
- RPL will only be awarded when the process indicates that knowledge and skills are current, reliable, fair and valid
- The RPL process will only be undertaken when it contributes to the attainment of a credential under the Australian Qualification Framework (AQF)
- The facilitation of the RPL process shall only be undertaken by a person or persons qualified as outlined in the Learning and Assessment Strategies. This person must be an appropriately qualified trainer/assessor only
- The basis for an RPL approval, will be units of competency and relevant performance criteria for qualifications on H&H's scope of registration
- Responsibility for the quality assurance of RPL processes will reside with the Training Manager
- No RPL will be granted without a formal application and correct procedures being observed
- Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application
- A student who does not agree with the result of an RPL application may appeal as per the Appeal Assessment Results Policy & Procedure

RPL at H&H can be achieved in the following ways:

The applicant will be requested to attend the college to meet with a trainer/assessor. This meeting will allow the applicant and trainer/assessor the ability to discuss any concerns or information required for the application. This meeting may include undertaking an assessment based on the unit performance criteria to determine competency. These assessments can include various components of the relevant training package guidelines the applicant is applying under.

Documentary evidence is required to support the application and may be in the form of other credentials, academic transcripts, other assessment results, work samples, employer reports and/or references. Evidence can also be a current resume, job description, evidence of informal workshops attended, industry workshops, authentication of evidence by a supervisor or employer, workplace visit and observation and interview or professional discussion.

If the applicant presents an Academic Transcript or Statement of Attainment showing they have achieved a unit identical, or equivalent, to a unit in an H&H course at the same AQF level, credit for that unit in the H&H course may be granted (see Credit Transfer Policy & Procedure). The unit title and code and performance criteria must correspond directly.

Including RPL VET units of study on schedule of VET tuition fees:

RPL units of study must be included on the schedule of VET tuition fees. All VET units of study that a VET provider provides, or proposes to provide, must be included on the VET provider's schedule of VET tuition fees. An RPL Vet unit of study must be identifiable from the unit of study name.

Recognition of RPL, fees and reporting requirements under VSL:

For the purposes of reporting Recognition of Prior Learning (RPL), RPL is defined as the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a unit. The granting of status or credit by an institution or training organisation to students for existing qualifications or units of competency completed or previously formally recognised at the same or another institution or training organisation does not constitute RPL. *Ref. VET Student Loans 4.8.11 p66*

The *Standards for Registered Training Organisations (RTOs) 2015* (the Standards) deal with RPL as a method of assessment against a training product's requirements (refer Standard 1). We note the Users' Guide to the Standards (currently accessible at

www.asqa.gov.au/sites/g/files/net2166/f/Users_Guide_to_the_Standards_for_Registered_Training_Organisations_RTOs_2015.pdf) on page 26 regarding Clause 1.12 of the Standards, relevantly states:

“recognition of prior learning is simply a form of assessment of a learner's competence. Recognition of prior learning uses evidence from formal, non-formal and informal learning (rather than from specific assessment activities directed by the RTO). This evidence is often combined with assessment activities sometimes known as ‘challenge testing’. As such, recognition of prior learning must be conducted with the same rigour as any other form of assessment”.

Where a student receives credit recognition or recognised prior learning for a particular approved course, it is open to H&H to set a lower tuition fee that is commensurate to the remaining portion of the course the student must complete.

Charging and reporting RPL:

Note, unless the exemption regarding compliance with State or Territory subsidy funding arrangements applies [**Rules s 24**], fees covered by VSL loans and other tuition fees for approved courses must meet the requirements of sequential and reasonably apportioned fee charging – ie. the fees must be spread across at least three census days over three periods for the course [**Rules s 122 and 123**]. This includes for the RPL units.

H&H notes that the Secretary is not required to pay a loan amount for a student for a course if, relevantly, the Secretary suspects on reasonable grounds that H&H is not complying with the VSL Act [**Act, s 20(f)**]. This includes where H&H fails to comply with the requirements of the Rules in relation to tuition fees such as sequential and reasonably apportioned fee charging.

If the tuition fee charged for a unit is purely an RPL assessment fee, this is required to be reported with a value against the RPL indicator. If the unit is fundamentally a teaching unit, the value against the RPL indicator will be zero. Full details of the reporting requirements are covered in the HEIMSHHELP coding notes and glossary.

The glossary provides an RPL definition

(<http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title = Recognition of prior learning>)

as well as a PDF document explaining how RPL should be reported

(<http://heimshelp.education.gov.au/sites/heimshelp/Resources/Documents/Reporting-RPL-Diagram.pdf>)

Version Dates	Policy Version 1 approved 20 April 2011 / Policy Version 2 approved 8 December 2012 / Policy Version 3 approved 30 March 2018
Approved by	CEO / General Manager
Relevant to	All staff; trainers and assessors; students

Risk Rating (Please highlight the appropriate risk level):

5 = High Risk

4 = Medium Risk

3 = Medium to Low Risk

2 = Low Risk

1 = Very Low Risk or N/A