

POLICY

RECOGNITION OF PRIOR LEARNING (RPL)

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1. Purpose

- 1.1 Recognition of prior learning, also referred to as RPL, is the formal acknowledgement of a person's current skills and knowledge, no matter how, when or where the learning occurred. The recognition gained may considerably reduce the amount of study time needed to get a qualification.
- 1.2 Allens Training is committed to recognising the skills, past experience and/or qualifications or units of competency already achieved by a participant through a recognition of prior learning process.
- 1.3 Allens Training Pty Ltd as a registered training organisation (RTO #90909) must offer recognition of prior learning (RPL) to individual learners unless the requirements of a training package or licensing requirement prevent this in line with Standards for Registered Training Organisations (RTOs) Clause 1.12.

2. Scope

- 2.1 This policy relates to Allens Training PTY Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

3. Policy Statement

- 3.1 All learners are provided with access to RPL information by speaking with Allens Training, third parties delivering training on behalf of Allens Training, Student Handbook and accessing RPL application from our website.
- 3.2 Allens Training will only provide RPL for the unit/s of competency within the qualifications or individual units they have listed on their scope of registration and detailed on the National Register (www.training.gov.au).
- 3.3 Whilst RPL is available, it may not be possible for the short course type being delivered e.g. First Aid or CPR due to the time and cost associated with a recognition process. All applications will be considered on a case by case basis.
- 3.4 RPL can take place at any time during a student's training and preferably identified at the commencement of training. Applicants are required to submit a formal application for RPL assessment.
- 3.5 Charges will apply to complete an RPL process.

- 3.6 Successful applicants will be notified of their suitability to undertake a recognition of prior learning process for the relevant unit/s of competency or qualification and will proceed to enrolment if not already enrolled.
- 3.7 Applicants deemed not suitable for an assessment only pathway (RPL) will be advised of the reasons for the decision and steps they can take including appeal mechanisms and gap training. Applicants will proceed to enrolment if not already enrolled.
- 3.8 RPL assessment will be conducted in line with the principles of assessment and all assessments through the RPL process will be conducted with the same rigor and integrity as any other form of assessment.
- 3.9 RPL applicants can use a variety of documentation or evidence throughout the RPL process, which include but are not limited to:
- Records of completed training
 - Assessment items and records
 - Position or role descriptions
 - Records of employment
 - Declarations or third party reports from an employer
 - Copy of student records provided by ASQA
 - Assessor observing the applicant in the workplace
 - Undertaking a project or task or providing authenticated work samples
 - The assessor interviewing the applicant/participant through competency conversations
 - The assessor interviewing the applicant/participant's supervisor/manager
- 3.10 An entire qualification can be achieved through an RPL process; however, the decision will remain with Allens Training as to whether gap training will be required.
- 3.11 All evidence provided by the applicant and used to evaluate an RPL application will be maintained in Training Desk Student Profile. Applicants are encouraged to send RPL evidence electronically or as hardcopy documentation that does not have to be returned to the applicant. Applicants should not send original documents.

4. Procedures

4.1 Initial requests RPL information

Requests for RPL will come through a variety of channels. Any request for RPL must be referred to the Allens Training Compliance Team who will manage the request and action appropriately. A ticket will be created to record the request information and associated tasks.

4.2 Pre-enrolment

- a) Potential learners are informed about what recognition is, what it means, that it is available to them, the likely costs, support available, timelines and qualification information to enable the individual to make an informed decision about whether to pursue a recognition pathway.
- b) Individuals can access this information from:
- Allens Training website
 - Student Handbook
 - From Allens Training staff or third party trainers delivering courses on our behalf
 - On enrolment
- c) A ticket is to be created with application and supporting evidence attached. Task set for compliance to review and delegate to an authorised staff member to process.
- d) A review should commence within 1 day of receiving Ticket/Task notification with application and supporting evidence.

4.3 Potential applicant approaches the RTO

- a) Individuals who identify themselves as potential learners can receive guidance from our General Manager Regulatory Compliance or their delegate, or an approved assessor. This guidance can be

provided in a number of ways, for example one on one basis, via email or telephone contact. All communications must be documented in a Ticket in Training Desk.

- b) Information provided at this point includes:
 - Detailed course outcomes/competency requirements
 - Suggested evidence to support an RPL process
 - If requested, the individual can be provided with information on how to access an RPL application.
- c) This interaction enables the potential applicant to make a decision about whether or not to apply for recognition.

4.4 Application

- a) Enrolment is completed and the RPL Application and information kit for the qualification or units of competency is supplied to the individual for completion.
- b) Application is submitted and reviewed with decision communicated to applicant in writing.
- c) If an RPL pathway is approved, the participant will be provided with the RPL kit for the unit of competency or qualification to gather evidence to support their application.
- d) The participant must be assessed against the entire unit of competency and demonstrate they are able to perform all tasks at an acceptable level.

4.5 Evidence submitted by participant

- a) Where documentary evidence is the main form of evidence, the participant presents all evidence in the appropriate form. Original documents cannot be accepted.
- b) Other forms of evidence may already be in the assessor's possession e.g. observation checklists, project assessment tools, initial interview information, third party reports etc. The assessor must record all evidence presented and upload into the participant's profile – RPL Ticket in Training Desk.

4.6 Assessor reviews evidence and interviews participant

- a) The assessor reviews the evidence as a 'whole' using the following:
 - Training Package, unit of competency and any other guidelines or legislative instruments
 - Current version Facilitator Guide and assessment tools for the unit of competency or qualification
 - Industry specific requirements relevant to the competency outcome required
- b) Conduct an interview, whether face to face, by telephone or other means to ask questions to further explore the extent of knowledge of the participant:
 - Seek clarification about items of evidence
 - Ask questions to ensure understanding by the participant and required knowledge evidence is demonstrated
 - Ensure the components/dimensions of competency are demonstrated through underpinning knowledge
- c) The assessor must ensure that the principles of assessment and rules of evidence have been adhered to in every RPL application.
- d) To ensure authenticity, verification of third party reports provided by a person must be done.
- e) Testamurs submitted as part of an RPL application must be verified by the issuing RTO or USI VET Transcript, or ASQA student records. No Testamur is to be counted as part of the RPL application unless this process has been completed.
- f) Permission must be granted by the RPL applicant to verify references or CV's submitted as part of the RPL review process.

4.7 Assessor makes assessment decision and provides feedback

- a) The assessor completes the reviews and assessment of evidence and records the RPL achieved/RPL not achieved competency outcome
- b) If RPL is achieved, the credential issuing process is explained to the successful participant.
- c) Options for unsuccessful learners are explored which may include:
 - Statement of Attainment for units of competency successfully achieved
 - Enrolment into course for those units not successfully achieved
 - Gap training

4.8 Assessor completes record keeping requirements

Record of recognition assessment and outcome to be completed by assessor in Training Desk and escalated to General Manager Regulatory Compliance for final review and approval before issuing any qualification or certificate.

5. Responsibilities

Compliance, monitoring and review

- 5.1 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Assessing an RPL application

- 5.2 Compliance and training staff are responsible for the assessment of an RPL application and supporting evidence.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Evidence relating to the processing and final decision of a recognition of prior learning (RPL) application must be maintained in Training Desk.

6. Definitions

Terms and definitions

Recognition of Prior Learning (RPL) - 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 attainment of an AQF Qualification or Statement of Attainment (e.g. in-house training, professional development programs conducted by an employer); and

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

7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

[RPL Kit - Student](#)

8. Feedback

8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December each year
Version	Effective Date	Author(s)	Description
Draft	08.09.2022	Ferne Robinson	Initial draft
V1.0	01.07.2023	Ferne Robinson	V1.0
V1.1	10.12.2023	Ferne Robinson	Review and no changes required.