

RPL (Recognition of Prior Learning)

RPL (Recognition of Prior Learning) is the acknowledgement of the skills and knowledge a person has acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or unit of competency. All VET students have access to a procedure that gives Recognition of Prior Learning (RPL). At the beginning of each course, the VET Teacher will be responsible for ensuring that the students are informed of the Recognition of Prior Learning and Credit Transfer procedures. RPL information and forms can be obtained through the RTO. If a student believes that they fulfil these requirements they should approach their teacher first, who will bring it to the attention of the RTO.

Recognition of Prior Learning Policy

All students shall have access to, and will be offered, Recognition of Prior Learning (RPL).

Recognition of Prior Learning Procedure

Each year, the Teacher will make students aware of the RTO RPL policy via the Student Information Checklist. Teachers will bring students to the Head of Campus if they would like to apply for RPL.

When approached by a student seeking RPL, the Head of Campus will provide the student with an RPL Student Application Form or Credit Transfer Application Form

a. Credit Transfer

If student is requesting a Credit Transfer, please forward the application and copies of previously issued qualifications to the RTO.

b. Recognition of Prior Learning

1. Provide the student with information about the types of evidence may be required to support an the application
 - i. Questioning
 - ii. Work samples
 - iii. Case Study
 - iv. Third Party Verification
2. Have the evidence assessed by a qualified Trainer & Assessor
3. Make a prompt decision and notify students of the outcome of the RPL process
4. Update the student's records, if RPL is granted
5. Forward the completed RPL Application and Evidence to the RTO
6. Students can appeal a decision via the RPL Student Appeals Form