

Recognition of Prior Learning (RPL) Procedure – VET

Version:	7.0	Effective Date:	10 April 2015
Procedure Code:	PR-029	Related Policy Code:	ACA-018
Related Policy Name:	Educational Pathways Policy – VET		

Purpose

This procedure describes the process for managing Vocational Education and Training (VET) Recognition of Prior Learning applications. This procedure will ensure compliance with the College's Educational Pathways Policy - VET, and the Australian Qualifications Framework (AQF).

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this procedure, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

Scope

This procedure applies to all students:

- enrolled in a nationally recognised VET qualification; and
- seeking recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties, or through non formal and informal studies where there are no formal qualifications as proof of learning.

Definitions

Pathways Assessor:	Is a person responsible for conducting Educational Pathways assessments. They must be a qualified assessor and be fully conversant with the College's Educational Pathways Policy - VET, procedures and internal guidelines.
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Qualification:	Formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies.
Recognition of Prior Learning (RPL):	RPL is an assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning and assessment outcomes, or standards for partial or total completion of a qualification. It involves the upfront assessment of a person's skills and knowledge.

Responsibility

The National Educational Pathways Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

Requirements

The Educational Pathways Internal Guidelines define the specific tasks and their allocation, for dealing with applications for RPL.

Any department providing information to prospective students must include Recognition of Prior Learning (RPL) information in all marketing materials, for example; websites, brochures, student admission information.

All staff involved with this procedure must be aware of the specific differences between Credit Transfer, Recognition of Prior Learning (RPL) and Informal Articulation.

All evidence supplied with the RPL application must be stored in the student's file.

Application

Applying for VET Recognition of Prior Learning is a two step process as described in the [VET Student RPL Application Kit Part A](#) and [VET Student RPL Application Kit Part B](#). Students are to complete Part A of the kit and submit this to the Educational Pathways Department – there is no cost attached to the assessment of Part A. Once part A of the application has been approved by the National Educational Pathways Manager the student may then undertake the formal VET RPL Part B application process – Part B incurs fees, please see information on the RPL Fee below.

Students are to make VET RPL applications immediately after enrolling and prior to the commencement of the semester or trimester in order to allow 20 business days for application turnaround. This is outlined in the Educational Pathways Policy – VET and the [VET Student RPL Application Kit Part B](#).

This process is individualised to reflect specific student needs/experiences. The student must supply appropriate documentation as outlined on the College website and in the [VET Student RPL Application Kit Part B](#):

If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of change of name.

Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

On completion of the application process all students will be given an Assessor Report form outlining the advanced standing granted under the application, students are required to acknowledge their acceptance of the advanced standing by signing the report form and returning this to the College. On receipt of the signed form by the College the advanced standing results will be added to the students academic record.

RPL Fee

Fees for RPL are charged at 50% of the full unit of study/unit of competency fee and can be applied to VET- FEE Help. Part B of the VET RPL application kit will not be assessed until the appropriate fees have been paid.

Notification

The Educational Pathways department will inform students of receipt of the VET Recognition of Prior Learning (RPL) application. Students will be informed by the Educational Pathways department of the outcome of their application; if the application has been denied the Educational Pathways department will include reasons given by the Pathway Assessor for the application being unsuccessful.

Internal Record Keeping

The Educational Pathways department is responsible for all internal record keeping related to (RPL) in VET. All evidence relating to the application for RPL, must be placed in the student's file.

Assessment Procedure

Assessment of RPL is an academic responsibility. The Educational Pathways department is responsible for allocating applications for RPL to specific Pathway Assessors for assessment purposes. Application evaluation is to be undertaken in a timely manner as to meet the required 20 day turnaround for applications. On completion the Assessor is to document the outcome in the [Educational Pathways Assessor Report Form](#), which when completed and signed off by the student, is placed in the student's file.

All RPL applications will be signed off by the National Educational Pathways Manager and must be signed as accepted by the applicant before the RPL is recorded on the student's electronic record.

Assessor Requirements

Pathway Assessors must have expertise in RPL, the particular field of study being assessed and the College's Educational Pathways Policy - VET, procedures and internal guidelines, to undertake the task.

When assessing RPL, assessment methods should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These may include:

- consideration of all applicable documentary evidence provided which may include; 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 units of competency of the relevant qualification
- questioning (oral or written)
- observation of performance in work based and/or simulated environments
- participation in structured skills and knowledge assessment activities the individual would normally be required to undertake if they were studying the qualification units of

study.

When assessing RPL applications the assessor must, evaluate the evidence giving consideration to:

- **Authenticity** – relates to making sure the evidence is from or of the candidate and not another person. The assessor needs to be satisfied that the evidence gathered is the candidate's own work. Evidence of this may be provided through third party letters of authentication and statutory declarations.
- **Validity** - Ensure that the evidence relates clearly and directly to the elements within the unit of competency or subject.
- **Quality** – closely related to authenticity it requires the assessor to look at the credibility of the material being offered as proof. This does not mean that material should be excluded; simply that some will not demonstrate quality to the same standard as others and may require additional support.
- **Sufficiency** – relates to the amount of evidence collected. There are four (4) types of evidence that may be considered:
 1. direct evidence - questions undertaken with our assessor, observations in the workplace by our assessor
 2. indirect evidence – statements by the applicants employer regarding work performance (written or verbal); samples of work; performance appraisals
 3. personal statements – details outlining the functions the applicant undertakes and work activities
 4. supplementary evidence – any further information the applicant may provide
- **Currency** – relates to the age of collected evidence – therefore the evidence collected must be current/very recent. The College requires evidence to be no older than three years.
- **Relevance** – the material that is cited is applicable to the unit of competency, unit of study or qualification being sought.

Appeals

Appeals against RPL assessments may be made in accordance with the [Grievance Policy – Higher Education and VET](#).

Further Information:

Definitions:	Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.
Related Policies:	Educational Pathways Policy - VET Grievance Policy – Higher Education and VET
Related Procedures:	N/A
Related Documents:	RPL Process Flowchart VET Student RPL Application Kit – Part A VET Student RPL Application Kit – Part B Educational Pathways Assessor Report Form
Guidelines:	Educational Pathways Internal Guidelines

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Approval Body:	CEO
Endorsement Body:	College Council Meeting date:
Procedure Status:	Revised
Responsibilities for Implementation:	<ul style="list-style-type: none"> • <i>National Educational Pathways Manager</i> • <i>National Educational Pathways Coordinator</i> • <i>Student Services</i> • <i>Program Leaders</i>
Key Stakeholders:	<ul style="list-style-type: none"> • <i>National Educational Pathways Manager</i> • <i>Student Services</i> • <i>Program Leaders</i> • <i>Students</i>

Full Version Summary			
Version	Date	Author	Details
0.1	13May10	H. Morrison	Original Document
0.2	14May10	N. Chaperon	Review and formatting
1.0	27May10	N. Chaperon	Amended as per Academic Board – Sent to College Council
1.1	27May10	N. Chaperon	Amended as per Academic Board – Sent to College Council
1.2	15Jul11	N.Chaperon	Conversion to new template; updating of titles & linked document names
1.3	17Sep12	Kathleen Daniel	Separated document from Credit Transfer procedure. Updated to meet new Educational Pathways Policy
1.4	5Nov12	Kathleen Daniel	Separate Higher Education and VET to individual RPL procedures
1.0	15July13	C Smalbil	College changed to new version control system within Sharepoint (refer to The Source for further version history).