

Wyndham Community & Education Centre Inc Policy and Procedure

Policy name	Recognition of Prior Learning (RPL) Policy and Procedure
Responsible person	RTO Manager
Staff involved	Chief Operating Officer, Education Manager / VCAL & Youth Manager, TSU Coordinators, Teachers, Trainers & Assessors
Review dates	2020
Related documents	<p><u>Legislation:</u> Education and Training Reform Act 2006 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Public Records Act 1973 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Equal Opportunity Act 2010 (Vic)</p> <p><u>Policies:</u> Recognition of Qualifications issued by other RTOs Policy and Procedure, Delivery and Assessment in Vocational Education and Training (VET) Policy and Procedure, Delivery and Assessment (Foundation Skills) Policy and Procedure, VCAL Student Selection, Enrolment, Induction and Delivery Policy and Procedure, VCAL Assessment Policy and Procedure, Privacy Policy & Procedure (Students/Clients), Issuing Certificates Policy and Procedure, Unique Student Identifier (USI) Procedure</p> <p><u>Other documents:</u> RPL Student kits, RPL Assessor kits, Course flyers, Enrolment Interview Checklists, General Information for Participants document, AQTF Essential Conditions and Standards for Continuing Registration, Fees by Unit of Competency calculator (C&R Team)</p>

Policy Context

Throughout life people gain valuable skills and knowledge through formal and informal training and education, work experience and general life experience. Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred, so that they may be counted towards the achievement of a qualification. With RPL, applicants can use the skills and knowledge they have gained to apply for recognition for the things they already know.

RPL is an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal or informal learning. This process determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry into, and/or partial or total completion of a program of study. RPL does not

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include credit transfer or recognition of current competency. (Please see Recognition of Qualifications Issued by other RTOs Policy and Procedure)

Wyndham CEC is committed to maximising outcomes for its learners. The availability of Recognition of Prior Learning (RPL) is advertised for Wyndham CEC nationally accredited programs, where applicable.

Wyndham CEC does not offer RPL for Foundation Skills Programs or Certificate I in Employment Pathways.

The application for recognition of prior learning for a qualification must be assessed against the Units of Competency that are outlined in the Wyndham CEC Training and Assessment Strategy and consistent with the packaging rules of the qualification.

Procedure

If an applicant applies for RPL there will be an assessment process to determine the extent to which the applicant has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

Wyndham CEC will use a kit to help the learner and assessor work together through the recognition process. The kit will guide the applicant to the types of evidence needed for RPL, and will be provided to the learner on request.

Learners who are considering applying for RPL are given:

- A copy of our policy and procedure; and,
- The relevant RPL Assessment Toolkit which includes:
 - The Candidate Information Form
 - The RPL Assessment Plan template
 - The Workplace Representative Form (as required)
 - Template for the Third Party Report (as required)
 - Candidate Self-evaluation Tools per Unit
 - Competency Conversation Recording Tools per Unit
 - Workplace Assessment Tasks: Instructions for Candidates (as required)
 - Workplace Assessment Tasks: Observation Tools (as required)

If successful with the RPL procedure then a Record of Assessment will be completed. A Statement of Attainment or Qualification and a Record of Results will be issued as per the Issuing Certificates Policy and Procedure.

Cost

Wyndham CEC receives no government subsidy for RPL. Therefore, the Fee for Service (Self-Funded Student) tuition fee will apply. The learner will be informed about the cost of these processes at the point of enquiry.

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Process for RPL

Key: start or finish activity with documents activity decision

