

## POLICY – Recognition of Prior Learning (RPL)

Requirement	
<p>Students have the opportunity to be granted Recognition of Prior Learning (RPL) for a unit or units of study based on skills and knowledge gained through previous work and life experiences, education and training.</p> <p>RPL is the process that recognises a candidate’s current skills and experience regardless of where and when the learning process was undertaken. Candidates can base their application on any combination of formal or informal training and education, work experience or general life experience.</p> <p>Candidates applying for RPL need to assess whether they already have competency in a unit by considering:</p> <ul style="list-style-type: none"> <li>• Is the prior learning relevant to the course?</li> <li>• Is their knowledge and skills still current?</li> <li>• Is it transferable to a number of settings and situations?</li> <li>• Is it authentic? Is the evidence you have to demonstrate that you have the skills and knowledge, genuine and original?</li> <li>• Is your knowledge and skill appropriate to the level of the unit or course?</li> </ul>	
Applying for RPL - Student	Responsibility
<p>RPL is available to all students, if a student considers that they may be a candidate for RPL, the following procedure should be followed:</p> <ul style="list-style-type: none"> <li>• Students can apply for RPL by completing the Application Form (available on the website or by email)</li> <li>• Students Self evaluate their evidence and submit General Employment Documentation with Application to prepare for initial meeting with RPL Assessor</li> <li>• An initial meeting will be set up for the student at YouStudy Administration with an RPL Assessor by phone or by webinar to determine their eligibility for RPL</li> <li>• The RPL Assessor will discuss their application and, if approved, they will discuss with the student and agree on the type(s) of evidence that will be required</li> <li>• Further dates will be set for Competency Conversations with the RPL Assessor to interview the student and review their evidence ( Competency Conversation)</li> <li>• The RPL Assessor will advise the student if demonstrations of practical tasks, work place observations or any Gap Training is required</li> <li>• The Qualification or Statement of Attainment will be issued when the student’s RPL Assessor deems competency in the relevant unit(s)</li> </ul>	<p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>

<b>Appeal against Recognition of Prior Learning (RPL) Assessment</b>	
<p>If a student does not agree with an RPL assessment of Not Yet Competent, they must lodge their appeal within 21 days of the result being posted or advised to the student, if they believe that their application for RPL:</p> <ul style="list-style-type: none"> <li>• Provides sufficient evidence entitling them to be granted RPL</li> <li>• Can be supplemented with additional evidence to adequately demonstrate the skills and experience required.</li> </ul> <p>A student is entitled to the Appeal process if they do not agree with the decision.</p>	<p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>
<b>Assessing RPL – Trainer/Assessor</b>	
<p>Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how or where the learning occurred. Competence may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience.</p> <p>In order to approve an RPL application, <b>YouStudy</b> must be confident that the student is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework (AQF) accredited programs. The evidence may take a variety of forms and could include an interview, completion of some tasks, copies of certificates, references from employers, testimonials from clients and work samples. <b>YouStudy</b> needs proof that the evidence supplied is authentic, valid, reliable, current and sufficient. A FAQs document for students is available for students on the Website</p>	<p>CEO</p> <p>Administration</p> <p>Trainers/assessors</p>
<b>Related policies</b>	
<ul style="list-style-type: none"> <li>• Enrolment</li> </ul>	
<b>Related procedures</b>	
<ul style="list-style-type: none"> <li>• RPL Assessment</li> <li>• Enrolment</li> </ul>	
<b>Related documents</b>	
<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Staff Handbook</li> <li>• Candidate Guide &amp; Application for RPL</li> <li>• RPL FAQs Guide</li> <li>• Pre-enrolment information</li> <li>• Web Site Pages</li> </ul>	