

RTO – Recognition of Prior Learning Policy

Introduction

Riverina Community College (RCC) recognises that where a student has significant learning and work experience in a particular field they may be able to have such experience acknowledged and finish their study sooner. The purpose of this policy is to provide RCC students with clear information about options available for the Recognition of Prior Learning (RPL) based on previous formal or informal study, work, or other experience. This policy is to be read in conjunction with the *RPL Procedure* which outlines the procedure students are to follow to apply for RPL.

Clause 1.12 of the Standards for Registered Training Organisations (RTOs) 2015 states that ‘the RTO offers recognition of prior learning to individual learners. Recognition of prior learning is simply a form of assessment of a student’s competence. Recognition of prior learning uses evidence from formal, non- formal and informal learning rather than specific assessment activities directed by the RTO. This evidence is often combined with assessment activities sometimes known as challenge testing. As such recognition of prior learning must be conducted with the same rigour as any other form of assessment.’

This policy and the *RPL Procedure* are to ensure quality, integrity, and consistency in recognising the prior learning of students. The procedure for applying for RPL ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for RPL.

Scope

This policy applies to all prospective students, new and existing students enrolled in a Nationally Recognised Training (NRT) course which is on RCC’s Scope of Registration and who seek recognition of learning previously gained through formal, non-formal and informal learning. It also applies to RCC staff engaged in the RPL process.

Commencement

The commencement date of this Policy is the 14 August 2024. It replaces all other Recognition of Prior Learning (RPL) Policies whether written or not.

Application

- It is the responsibility of RTOs such as RCC to offer RPL assessment to students.
- RCC’s policies and practices must ensure that decisions about granting RPL take into account the student’s likelihood of successfully achieving qualification outcomes and ensure that the integrity of qualification outcomes is maintained (*AQF Qualifications Pathways Policy section 2.1.6*).
- RPL involves RCC undertaking an assessment of each student who applies for RPL to determine the extent to which that student’s previous learning and experiences is equivalent to the learning outcomes or units of competency of the desired qualification.

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- To ensure consistency, fairness, and transparency RCC has established a systematic approach to RPL by way of this policy and procedure governing implementation.
- As with all RCC assessment of students, RPL will be undertaken by staff with expertise in the subject, content, or skills area, as well as knowledge of and expertise in RPL assessment.
- RPL assessment is of the same standard as other assessments for a qualification.
- RPL assessment should recognise learning regardless of how, when and where it was acquired, provided the learning is relevant to the learning outcomes or units of competency in a qualification.
- RPL assessment must ensure that evidence provided by the student is valid, authentic, current, and sufficient and that the process is fair, flexible, reliable, and valid.
- Students wishing to apply for RPL should do so prior to or at the time of enrolment so RCC can determine the amount of training they will provide to each student with regard to their existing skills, knowledge, and experience.
- Fees are payable by students for any RPL application and are non-refundable regardless of the outcomes of the RPL assessment. Students will be provided with a cost for each unit of competency to be assessed for RPL. Costs will vary depending on the selected units of competency and type of qualification.
- When conducting a student's RPL assessment, RCC will ensure the following stages are adhered to:
 - identifying the evidence required
 - providing advice to students about the RPL procedure
 - providing students with sufficient information to enable them to prepare their evidence to meet the standard required for an RPL assessment
 - assessing using appropriate evidence-gathering methods and tools
 - recording the outcome, and
 - reporting to key internal and external stakeholders.
- RCC's RPL assessment methods include reasonable adjustment for students with disabilities including chronic medical conditions or mental illness.
- RCC will only grant RPL where it is satisfied that the evidence supports an assessment of competency of the student, taking into account the requirements of the particular units of competency, or learning outcomes of the qualification.
- A student may obtain up to 100% of the RCC course or qualification requirements, however RCC may (at its discretion) require the student to complete an additional assessment/s to ensure competency can be demonstrated.

Definitions

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| Recognition of Prior Learning (RPL) | RPL is an assessment only pathway that assesses the competencies of a student that may have been acquired through formal, non-formal and/or informal learning (or a combination of these) to determine the extent to which that student meets the requirements specified in the relevant Training Package. |
| Formal Learning | Refers to learning that takes place through a structured program of learning which leads to the attainment of an AQF certification documentation for example a Certificate, Diploma or Degree. |

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| Non-Formal Learning | Refers to learning that takes place through a structured program of learning but does not lead to the attainment of AQF certification documentation for example non-accredited courses, workshops, or professional development courses. |
| Informal Learning | Refers to the learning through experience of work-related, social, family, hobby, or leisure activities (or a combination of these). |
| AQF | Australian Qualifications Framework. AQF sets out the standards of education and training across Australia. It incorporates all qualifications across every education sector into one policy framework. |
| Certified Documents | A certified document or certificated copy (often a photocopy) of a primary document that has on it an endorsement or certification that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document. |

Student's Right to Appeal

A student may appeal against a decision made with respect to the outcome of an RPL application. To appeal the decision the student must refer to the *RCC Assessment Appeal Policy* and *RCC Assessment Appeal Procedure*, and complete and submit the *Student Assessment Appeal Form*.

These documents are located on the RCC website or contact RCC Reception for a copy of the *Student Assessment Appeal Form*.

Related Documents

- Student Handbook
- RCC RPL Procedure
- RCC Assessment Appeal Policy
- RCC Assessment Appeal Procedure
- RCC Student Assessment Appeal Form
- RCC Fees, Charges and Refunds Policy
- RCC Credit Transfer Policy
- Australian Qualifications Framework (AQF)
- RCC Enrolment Procedures

Variations

RCC reserves the right to vary, replace or terminate the *Credit Transfer Policy* at any time.