

Recognition of Prior Learning (RPL) Policy & Procedure

Policy Number	1.7
Responsible Manager	Sarah Wrzeszczynski
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Approved by	Sarah Wrzeszczynski
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Purpose

The purpose of this policy and associated procedures is to provide a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous or current training, work experience and / or life experience.

The underlying principle of RPL is that no individual / participant should be required to undertake a unit of study in a workshop session for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

This policy therefore aims to maximise the recognition of an individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.

Assessment will take place by a qualified assessor who has successfully completed Certificate IV in Training and Assessment (TAA40104) along with the unit they are assessing the participant's competency against.

Procedure

1. General information for individuals

- At IF, RPL can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of study for which recognition is applied
- All prospective and enrolling individuals must be informed in either print or electronic form (such as through the IF website, brochures, workshop information) of the opportunity to apply for RPL which individuals can apply for during the time of enrolment or up to one month after the workshop has been completed. After this time a fee may be incurred
- RPL is awarded for a total unit of study (no partial RPL of a unit of study will be awarded).

2. Request for RPL

- On enrolment or during the program, if participants wish to apply for RPL, further access to information will be provided including costs and examples of evidence required for the particular unit. Participants will be required to complete and submit an RPL Application form
- IF will then invite the participant to attend an initial interview to discuss their application and next step.

3. Participant self-assessment

- Participants will be provided with a RPL Self-Assessment to complete and an invoice for payment to submit to IF including supporting evidence

After payment has been received IF will assess the self-assessment and arrange a second interview to discuss results and areas where further evidence may be required to fill gaps and to provide general feedback.

4. Assessment process

- On receipt of the self-assessment, relevant documentation and payment from the participant, IF will assess the evidence against the competency standards for the particular units
- Qualified IF staff, in making an assessment, will consider the following:
 - relevance and nature of evidence provided by the applicant
 - scope of subject matter covered by the evidence
- Where evidence and documentation requires additional information or clarification, this will be discussed during the second interview
- Where recognition for an application is granted, IF will ensure that this information is communicated in writing to the participant within 10 business days of completion of the assessment
- The qualification or statement of attainment and academic transcript will then be issued
- Where no recognition is granted participants will be notified in writing by IF of the outcome including a reason for refusal where this is applicable
- In all cases, a copy of the RPL documentation and outcome will be kept in the client's secure file.

5. Appeals

IF will treat individuals fairly and be flexible with the process of gaining RPL. Where a participant disagrees with the outcome, they should first try to resolve the matter informally

with IF. Where the outcome remains unresolved following informal discussions the individual may appeal. The request for an appeal must be lodged in writing to IF no later than 10 business days from notification of the outcome of the application. Please refer to Grievance Policy for more information.

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