

Recognition of Prior Learning Policy and Procedure

Purpose and Scope

All people who have undertaken previous courses or have the relevant experience are eligible to have this recognised. Lead Institute staff must inform and encourage potential students to seek recognition of their knowledge and skills

Policy

Recognition of Prior Learning (RPL) is a process that recognises a student's current skills and experience, regardless of where and when the learning occurred. Applications for RPL are based on whole units of competency and are to be submitted prior to the commencement of training.

Students can base their application on any combination of formal or informal training and education, work experience or general life experience. In order to recognise prior learning, it is necessary to compare the informal or non-formal learning the individual has achieved against the relevant unit of competency. This comparison includes learning outcomes, required skills and knowledge and their application within the range specified for that unit of competency. The RPL process is to determine if the prior learning fulfils all, some or any of these requirements.

Procedure

- A student is to discuss the request with the relevant Lead Institute Assessor;
- Should the decision be made to progress with RPL, an RPL Application Form will be issued to the student;
- Where required, appropriate fees to be paid;
- The student will be issued with an RPL Kit;
- All items requesting information in the RPL Kit to be completed and returned to the Administration Department of the RTO;
- The Assessor will assess the information provided and will make a decision if and for what to grant RPL. If a student presents an AQF qualification or Statement of Attainment to the Assessor from another RTO, the Assessor will take a copy and verify its authenticity (if not already certified by a Justice of the Peace). The Assessor will also contact the issuing RTO to confirm the validity of the Certificate or Statement of Attainment supplied by the student.
- The Assessor will discuss the outcome of the assessment with the student. Both the student and the Assessor will sign off on the outcome.
- This information will be forwarded to Lead Institute's Administration staff for input into the Learner Management System and students' hard copy files.
- Successful candidates will be issued with a Qualification or Statement of Attainment.
- Unsuccessful candidates will be given feedback with options to provide further evidence. A Gap Analysis will be conducted in this regard, and where possible, Lead Institute will provide the student with a range of options to address the missing evidence. This may be in the form of further assignments including questioning, workbook activities and work-based projects.

All applicants have a right to formally appeal the RPL assessment through the Lead Institute Appeals process. All information is handled according to Lead Institute Privacy and Confidentiality guidelines.