

HRD - policy and procedure

RPL & RCC

Compliance

Standards for RTOs 2015, Standard 1.8

Related documents

HRD-Assessment process

HRD-Learner performance policy

HRD-UEE41211 RPL guidance notes

HRD-UEE41211 – Unit Evidence Sheets –RPL

RPL/RCC application form

Purpose/explanation

This policy and procedure document describes the process for managing all recognition of prior learning (RPL) and recognition of current competence (RCC) applications. This procedure will ensure compliance with the Australian Quality Training Framework (AQTF) and the Australian Qualifications Framework (AQF) national principles and operational guidelines for RPL/RCC.

Scope

This policy and procedure applies to

- a) HRD assessors and administration staff responsible for carrying out and recording RPL/RCC enrolments.
- b) all learners:
 - enrolled in courses leading to a nationally recognised Vocational Education and Training (VET) qualification or statement of attainment
 - who seek recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties, or through formal and informal studies.

Responsible parties

The Director, HRD Integrated Services, the Training Manager and administration staff are responsible for implementing this policy and procedures.

Definitions

Prior learning	Prior learning is learning that has been achieved through work, life experiences or other non-formal processes.
Recent application of knowledge and skills	Recent application of knowledge and skills can be inferred to mean the regular use of skills and application of knowledge in the work environment in the past such that that the knowledge and skills have not atrophied to the point where a person can/could no longer carry out a work function safely, effectively and efficiently to industry standard.
Recognition of prior	Recognition of prior learning (RPL) is the process of equating an

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learning (RPL)	individual's prior learning to the learning outcomes offered by HRD Integrated Services. Often prior learning can be through means other than formally accredited courses. Only prior learning relevant to competencies to be assessed can be considered for recognition.
Recognition of current competency (RCC)	Recognition of current competency (RCC) allows a person to demonstrate competency using qualifications or relevant coursework recently completed with another training provider or within their own organisation and that can be verified.

POLICY

HRD Integrated Services acknowledges its obligation to offer at enrolment, and throughout training delivery, RPL/RCC to learners who genuinely believe they possess existing skills or qualifications relevant to the course or qualification in which they are enrolled.

If learners think they can demonstrate current competence in relation to the units of training, they may apply for RPL/RCC, using the *RPL/RCC application form*.

RPL applications

Learners applying for RPL must supply a portfolio of evidence to support their claim. At an initial interview with the learner HRD will provide advice and support for gathering evidence.

HRD will make an initial assessment and/or a request for further information within 28 days of the receipt of the application for RPL/RCC.

Each application and supporting evidence will be assessed against the relevant course/qualification/unit(s) of competency and a decision made as to whether RPL will be granted.

Evidence of competence

To assist with evidence-gathering, HRD will provide the applicant with *Unit evidence sheets* and help the applicant to identify relevant information.

The assessor will make a judgement based on a number of factors. These factors generally include:

- the evidence supplied
- the requirements of the unit of competence
- the range of variables
- underpinning knowledge.

Where a qualification or unit of competency is skill-based, applicants can expect to be asked to demonstrate their skills at least once, providing they can supply valid supporting evidence that confirms consistent recent application of their knowledge and skills in the workplace. In the absence of such evidence, a candidate may be asked to demonstrate their knowledge and skills on more than one occasion.

In the case of the UEE41211 qualification, the Training Package requirements are that an RPL candidate must be able to demonstrate competence on at least two occasions. Acceptable evidence is:

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- a) a log book or statement from an employer or supervisor confirming the candidate has satisfactorily applied the required knowledge and skills associated with a particular task in their normal duties, and
- b) the candidate demonstrating their knowledge and skills to a HRD assessor.

The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The applicant may be invited to attend an interview with an RPL assessor and/or course expert to further substantiate their evidence and may be accompanied by his/her employer.

If recognition is granted, the applicant receives full status equivalent to learners who complete the program by training and assessment.

RPL applications will be reviewed and verified by the Director, HRD Integrated Services prior to the applicant being notified of the outcome of their application. Notification will be both verbally and in writing.

A learner who is not satisfied with the outcome of the RPL process may lodge an appeal according to the HRD appeals process.

RCC or Credit transfer

A person seeking RCC or credit transfer may present a Statement of Attainment or Qualification testamur as evidence of completion. The Qualification testamur must be supported by a statement of results that clearly identifies the units of competency packaged in the qualification.

If a statement of results from another RTO is presented as evidence the document's integrity must be confirmed by verifying with the issuing RTO that the unit(s) of competency, qualification or other course details listed are accurate and authentic.