

Wyndham Community & Education Centre Inc Policy and Procedure

Policy name	Recognition of Prior Learning (RPL) Policy and Procedure
Responsible person	Education Manager / VCAL & Youth Manager
Staff involved	VET Coordinator, Teachers, Trainers & Assessors
Review dates	2017
Related documents	<p><u>Legislation:</u> Education and Training Reform Act 2006 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Public Records Act 1973 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Equal Opportunity Act 2010 (Vic)</p> <p><u>Policies:</u> Recognition of Qualifications issued by other RTOs Policy and Procedure, Delivery and Assessment in Vocational Education and Training (VET) Policy and Procedure, Delivery and Assessment (Foundation Skills) Policy and Procedure, VCAL Student Selection, Enrolment, Induction and Delivery Policy and Procedure, VCAL Assessment Policy and Procedure</p> <p><u>Other documents:</u> RPL Student kits, RPL Assessor kits, Course flyers, Enrolment Interview Checklists, General Information for Participants document, AQTF 2010 Essential Conditions and Standards for Continuing Registration</p>

Policy Context

Throughout life people gain valuable skills and knowledge through formal and informal training and education, work experience and general life experience. Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred, so that they may be counted towards the achievement of a qualification. With RPL, applicants can use the skills and knowledge they have gained to apply for recognition so that they do not have to re-learn things they already know.

RPL is defined in the Australian Quality Training Framework as an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Wyndham CEC is committed to maximising outcomes for its learners. The availability of Recognition of Prior Learning (RPL) is advertised for Wyndham CEC programs, where applicable. Wyndham CEC does not offer RPL for Foundation Skills Programs or Certificate I in Employment Pathways.

Wyndham Community & Education Centre Inc

Policy and Procedure

Procedure

If an applicant decides to apply for RPL there will be an assessment process to assesses and determine the extent to which the applicant has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

Wyndham CEC will use a kit to help the learner and assessor work together through the recognition process. The kit will guide the applicant to the types of evidence needed for RPL, and will be provided to the learner on request.

Learners who are considering applying for RPL are given:

- A copy of our policy and procedure; and,
- The relevant RPL Assessment Toolkit which includes:
 - Template for the Candidate Information Form
 - Template for the RPL Assessment Plan
 - Template for the Workplace Representative Form
 - Template for the Third party Report
 - Candidate Self-evaluation Tools
 - Competency Conversation Recording Tools
 - Workplace Assessment Tasks: Instructions for Candidates
 - Workplace Assessment Tasks: Observation Tools

If successful with the RPL procedure then a Record of Assessment will be completed. A Statement of Attainment or Qualification and a Record of Results will be issued.

Cost

The learner will be informed about the cost of these processes at the point of enquiry. Wyndham CEC is not an approved RPL provider so there is no government subsidised fee for RPL. RPL is fee for service only.

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Process for RPL

Key: start or finish activity with documents activity decision

