

Wyndham Community & Education Centre Inc Policy and Procedure

Policy name	Recognition of Prior Learning (RPL) Policy and Procedure
Responsible person	RTO Manager
Staff involved	Director of Education, Education Manager, TSU Coordinators, Teachers, Trainers & Assessors
Review dates	Approved: 28 February 2025 Review Date: 2026

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 for the things they already know.

RPL is an assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal or informal learning. This process determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry into, and/or partial or total completion of a program of study. RPL does not include credit transfer or recognition of current competency. (Please see *Recognition of Qualifications Issued by other RTOs Policy and Procedure*)

Wyndham CEC is committed to maximising outcomes for its learners. The availability of Recognition of Prior Learning (RPL) is advertised for Wyndham CEC nationally accredited programs, where applicable.

Wyndham CEC's enrolment process for accredited programs includes a pre-training assessment that determines a student's suitability for an intended program. Wyndham CEC offers multiple foundation skills programs, in particular from the EAL Framework, which provides a sequential program for English as an Additional Language learners. The purpose of the pre-training assessment is to locate students in the appropriate EAL Framework level, considering their existing English proficiency. English language acquisition and retention is fluid so previously achieved competencies in foundation skills are an important guide to suitability but no guarantee of current skills. This is acknowledged in the VET Funding Contract (Skills First Program) which allows students to re-enrol in a foundation skills unit they have previously achieved competence in. Therefore, Wyndham CEC does not formally offer RPL for Foundation Skills Programs or Certificate I in Employment Pathways.

The application for recognition of prior learning for a qualification must be assessed against the Units of Competency that are outlined in the Wyndham CEC Training and Assessment Strategy and consistent with the packaging rules of the qualification.

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Procedure

All students enrolling in a nationally accredited course or qualification undertake a pre-training assessment of their suitability for a particular program. If an applicant applies for RPL there will be an assessment process to determine the extent to which the applicant has achieved the required competency outcomes to be awarded particular Units of Competency.

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:
 - The Candidate Information Form
 - The RPL Assessment Plan template
 - The Workplace Representative Form (as required)
 - Template for the Third-Party Report (as required)
 - Candidate Self-evaluation Tools per Unit
 - Competency Conversation Recording Tools per Unit
 - Workplace Assessment Tasks: Instructions for Candidates (as required)
 - Workplace Assessment Tasks: Observation Tools (as required)

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 as per the Issuing Certificates Policy and Procedure.

Cost

Wyndham CEC receives no government subsidy for RPL. Therefore, the Fee for Service (Self-Funded Student) tuition fee will apply. The learner will be informed about the cost of these processes at the point of enquiry.

Related Documents

Legislation:

Education and Training Reform Act 2006 (Vic), Worker Screening Act 2020 (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)

Policies:

Recognition of Qualifications issued by other RTOs Policy and Procedure, Delivery and Assessment (VET) Policy and Procedure, Delivery and Assessment (Foundation Skills) Policy and Procedure, Student Selection, Enrolment and Induction (Foundation Skills) Policy and Procedure, Student Selection, Enrolment and Induction (VET) Policy and Procedure, Privacy Policy &

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 28/2/2025 and supersedes all previous versions.

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Procedure (Students/Clients), Issuing Certificates Policy and Procedure, Unique Student Identifier (USI) Procedure

Other documents:

RPL Student kits, RPL Assessor kits, Course flyers, Enrolment Interview Checklists, General Information for Students, Establishing and Applying Decisions for Satisfactory Completion Procedure, AQTF Essential Conditions and Standards for Continuing Registration, Fees by Unit of Competency calculator (C&R Team), VET Funding Contract (Skills First Program)

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Process for RPL

Key: start or finish activity with documents activity decision

