

## RECOGNITION OF PRIOR LEARNING

### POLICY STATEMENT

This document provides a consistent set of principles under which REIWA Training will conduct assessment by recognising the prior learning of a student in compliance with the requirements of the Standards for Registered Training Organisations 2015.

### SCOPE

Recognition of Prior Learning is the acknowledgement of any prior knowledge, skill and experience measured against the qualification in which the student is enrolled.

Competencies already held by individuals will be formally assessed against the units of competency in the relevant training package and will be recognised regardless of how, when or where they were achieved.

REIWA Training is committed to the conduct of assessment, including recognition of prior learning that meets the requirements of the relevant training package and in accordance with the principles of assessment and the rules of evidence.

### APPLICATION

Prospective students will be advised about the availability of assessment by recognition of prior learning via the REIWA Training website and in enrolment information provided for prospective students. The RPL Fact Sheet will be available in print and also via the training website.

All prospective students will be provided with an RPL information fact sheet.

Students who select to undertake assessment via recognition of prior learning will be supported by a trainer and assessor to gather and provide the evidence required to support their RPL application.

Students will be provided with feedback on the outcome of the RPL application and the assessment result in accordance with the RPL procedure outlined in this document. Students who have not provided sufficient evidence will be given feedback and the opportunity to resubmit the required evidence.

### RPL TOOLKIT

Students will be provided with a RPL Toolkit for the units of competency for which they are seeking recognition of prior learning. This will provide an overview of the unit of competency and outline the workplace evidence required to demonstrate current competency.

The student will nominate a referee who is familiar with the student's performance at work to provide feedback relating to skills and knowledge demonstrated on the job over a period of time.

## ASSESSMENT

Students must provide current, quality evidence of their competency against the relevant units of competency.

The assessor in making the assessment decision will ensure that the evidence is:

### **Valid**

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

### **Sufficient**

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

### **Authentic**

The assessor is assured that the evidence presented for assessment is the learner's own work.

### **Current**

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

(Source : RTO Standards 2015 TAC Users' Guide V01-15 RULES OF EVIDENCE)

## ASSESSMENT INTERVIEW

An assessment interview will be scheduled with an assessor, who will review the student's workplace evidence in line with REIWA Training's RPL mapping document. The assessor will gather further evidence by asking questions relating to the competency during the interview. The assessment interview may be conducted in person, by phone or by other electronic communication for those in distance learning situations.

The assessor will advise the student of any identified gaps during the RPL interview and request further evidence, recommend further training and/or assessment activities. Following the interview, the assessor will gather third party evidence from a nominated referee to confirm competency.

The assessor will advise the student of the units of competency that have been awarded as an outcome of the RPL process.

## ASSESSMENT APPEALS

The assessor will ensure that the student is informed of the availability of appeals against an assessment decision process available under the REIWA Training Appeals Policy and Procedure.

## PROCEDURE

An enrolling student will be provided with information relating to the availability of recognition of prior learning as a form of assessment:

- 1 The staff member dealing with the inquiry will refer the prospective student to the Compliance Co-ordinator for further information about the RPL process.

Associated Documents:- RPL Fact Sheet and Flowchart

- 2 The Compliance Coordinator holds an initial competency conversation with the student and supports the student in identifying which units to include in an RPL application.
- 3 The student is emailed an RPL Toolkit containing an overview of the units and a list of the required workplace evidence for the candidate to collate for review by an assessor during an RPL timeslot. An RPL timeslot is scheduled and an assessor booked.

Associated Documents:- RPL List of Evidence and RPL Toolkit Template  
RPL Application Form

- 4 The relevant units as per the student's RPL toolkit, are selected from the RPL mapping document for use during the RPL timeslot. A work history or a resume is provided by the student. An assessor meets with the student to review his/her workplace evidence and conduct a gap interview as per the questions in the RPL mapping document.

The RPL mapping document – contains the required workplace evidence to be sighted against each unit, the gap interview questions which are mapped against each unit and the third party evidence required for each unit.

The assessor completes a portion of the RPL outcome form during the RPL timeslot as workplace evidence is sighted and the gap interview conducted as per the questions outlined in the RPL mapping document.

The assessor advises, if required, any additional workplace evidence. At his or her discretion, sets an assessment task or uses a role play scenario to generate demonstration of current competency.

Associated Documents:- RPL Application Form (containing work history)  
Current registration with DMIRS  
RPL Outcome Form  
RPL Mapping document – containing the required workplace evidence to be sighted against each unit, the gap interview questions mapped against each unit and the third party evidence required for each unit.

- 5 The student will submit any additional workplace evidence as outlined during the interview timeslot. The assessor follows up the additional workplace evidence (if required), collection of third party evidence and the assessment decision is reached. The RPL Outcome form is finalised.

Associated Documents:-  
RPL Outcome Form  
RPL Mapping document, including third party evidence gathering checklist  
RPL Outcome form

- 6 The Compliance Coordinator finalises the RPL documentation, records the outcome in Vettrak, advises the student of the outcome and compiles an updated training plan.

Associated Documents:-  
RPL Outcome Form  
Diploma Training Plan

### **ASSESSMENT APPEALS**

The assessor will ensure that the student is informed of the appeals against an assessment decision process available under the REIWA Training Appeals Policy and Procedure.

### **ASSOCIATED DOCUMENTS:**

- RPL Fact Sheet and RPL Process Flowchart
- RPL Application Form
- RPL Mapping document
- RPL Toolkit Template
- RPL List of Evidence
- RPL Outcome Form
- Appeals Lodgement Form
- Appeals Progress Form
- Assessment Process

## RECOGNITION OF PRIOR LEARNING

### REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

**AUTHOR OF POLICY:** Lesley Reagon - Executive Manager Training

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**DATE REVIEWED:** August 2018

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**DATE TO BE REVIEWED:** August 2020

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### VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Liz McIlhone	May 2013
2.0	All	Update	Liz McIlhone	June 2015
3.0	All	Update to reflect job role name change	Lesley Reagon	August 2018

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