

4.1.11 Recognition of Prior Learning (RPL)

Operating Policy and Procedures

1 **Policy**

The Navitas College of Public Safety will provide opportunities for Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC).

2 **Purpose**

To outline the processes to facilitate applications for RPL and RCC

3 **Responsibility**

The Course Coordinator is responsible for ensuring compliance with this policy.

4 **Guidelines**

RPL is an option, not a requirement and can be defined as "*the acknowledgement of skills and knowledge obtained through formal training (industry and education), work experience or life experience*".

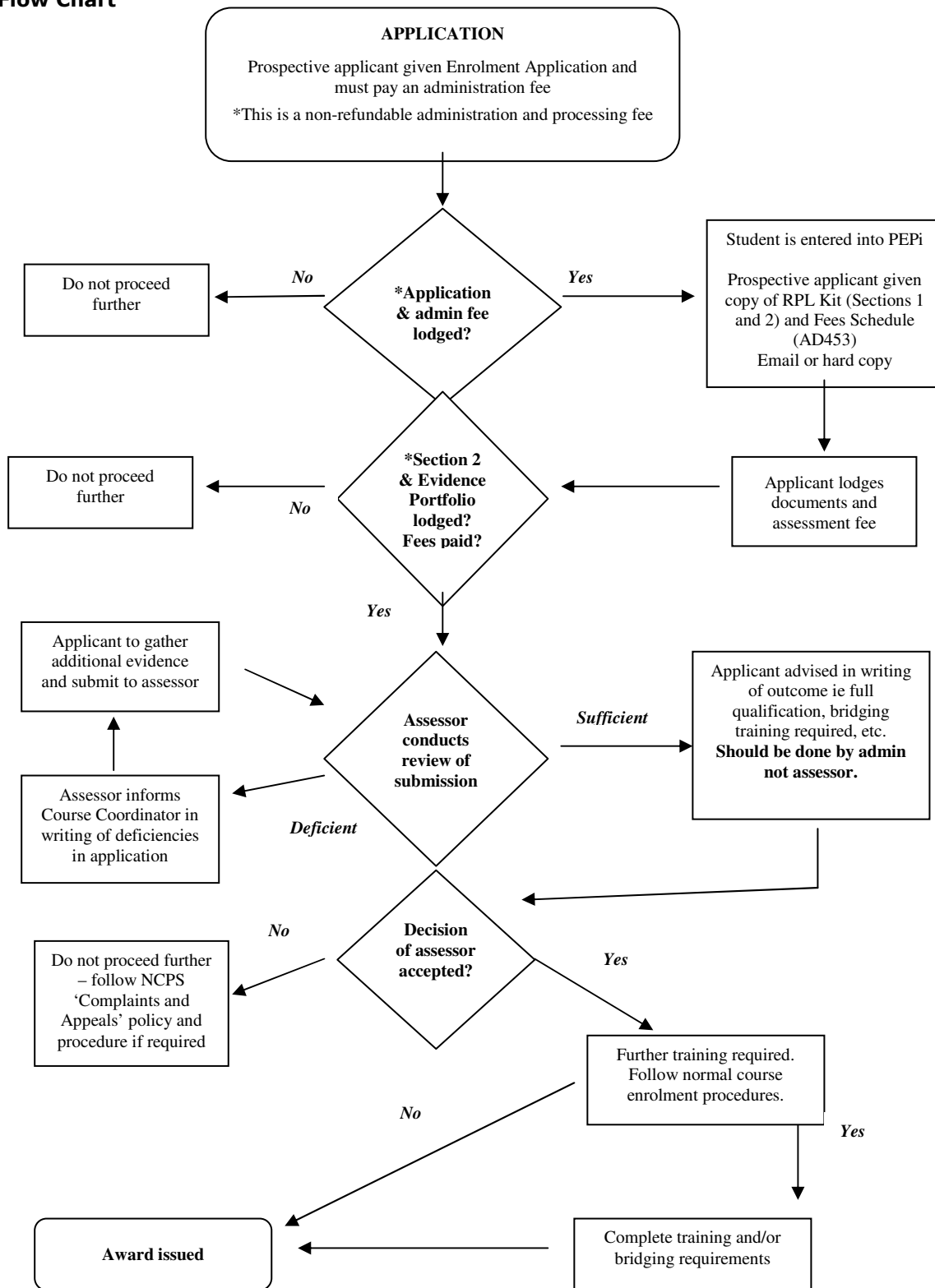
This means, regardless of how, when or where learning occurred, the College is able to assess an applicant's current skills against a particular qualification or part of a qualification by making comparisons with learning outcomes or competency standards of a relevant course.

All RPL applications must align with the following flow chart.

There are four possible outcomes of an RPL assessment:

1. Issue of a "Statement of Attainment" which outlines accredited competencies and/or modules recognised by the assessor. These may be used as credits toward gaining full or other qualifications; or
2. Issue of a full qualification; or
3. Identification of the need for "bridging" in a particular area or areas of a course; or
4. Inappropriate alignment against course requirements resulting in no formal recognition by the assessor.

RPL/RCC Flow Chart



5. Procedure

1. Fees

Where an applicant seeks to apply for RPL a non-refundable administration and processing fee will be necessary at the time of lodgment of their application.

This fee incorporates the following:

- Initial processing of application including administration and data entry;
- Supply of RPL kit including RPL guide, self assessment checklists, competency outlines and competency elements;

Unit of Competency Fees are non-refundable are to be paid prior to the assessor assessing the applicants evidence portfolio. These fees are calculated based upon the level of the qualification that is being applied for. These fees are set out in [ND453 Recognition of Prior Learning & Unit of Competency Fees Schedule](#).

Applicants' portfolios are not to be assessed until the fees are paid in full.

2. Preparing for Assessment

The RPL Kit is self explanatory and provides advice on how to submit requirements.

3. Appealing the Assessment Outcome

Where an applicant is dissatisfied with an assessment outcome, the College's *Complaints and Appeals policy and procedure* must be offered/adopted.

4. Initial Enquiries

Where an inquiry is made for RPL/RCC the relevant staff member shall request the following information:

- What qualification/course are you seeking for possible Recognition of Prior Learning?
- Have you visited the NCPS website and read the RPL policy / guidelines?
- You must complete an Enrolment Application and lodge an administration fee to receive the relevant RPL Kit.
- N.B. The administration fee is non-refundable and is in addition to the fees per unit of competency.

5. Initial Lodgement of RPL Applications

- Enrolment Application with administration fee payment lodged with NCPS;
- Monies received entered into MYOB as per existing procedures;
- MYOB receipt attached and application forwarded to VET Administration;
- VET Administration receives application and enters student data into PEPI as per existing procedures, student file created. Relevant PEPI student number endorsed on application;
- VET Administration arranges email or mail out of RPL Kit including student reference number, self assessment checklists, etc for the relevant qualification being applied for. Mail out of kit endorsed on application;
- Application form forwarded to accounts for payment reconciliation and data entry into Sybiz;
- Processed application returned to VET Administration
- Student file kept with VET Administration until evidence received.

6. Initial Lodgement of Self Assessment – Evidence Portfolios

- Self Assessment / Evidence portfolio lodged with NCPS;
- Payment of unit fees is processed in MYOB using existing procedures;
- Student file updated to reflect payment and receipt of evidence;
- Enrolment form and receipt forwarded to accounts for reconciliation;
- Where applications have been lodged by mail the data entry staff member shall contact the applicant and inform them of the receipt of their self assessment / evidence portfolio. Applicant to be informed that they will receive a result within 14 working days;
- Complete file (including evidence) forwarded to the Course Coordinator (or their delegate) for allocation of assessor;
- Assessor to review evidence and make a decision regarding application. A letter informing the applicant of the outcome to be attached to file. File to be returned to the Course Coordinator (or delegate).
- The Course Coordinator (or delegate) will forward file to VET Administration who shall inform applicant of result and issue relevant certificate if no further training is required.

7. Assessment – Submitted Self Assessment – Evidence Portfolios

- Assessors shall conduct assessments of applicants submitted self-assessments / evidence portfolios in accordance with the requirements of competency-based training;
- Determination of competence shall apply the fundamental principles of fair, valid, reliable and relevant assessment;
- Assessors are to validate where possible the information supplied in self-assessments / evidence portfolios and adopt standard practices for further determinations of competence including interviews, demonstrations, completion of projects, etc.
- Determinations of these requirements shall be at the discretion of the assessor and based on the demonstration of competence against the competency standards of relevant qualification or units of competence applied for.
- The assessor shall draft a letter informing the applicant of their result, including details of any further evidence which may need to be submitted and/or an interview/practical demonstration which may need to be attended. This outcome to be attached to file and returned to the Course Coordinator.

8. Completed Assessment – Self Assessment – Evidence Portfolios

- Once the assessment has been completed the file is to be returned to Course Coordinator for review;
- The Course Coordinator shall review the outcomes of the assessment and where any discrepancies in the assessment process are identified shall bring this to the attention of the relevant assessor for attention as required;
- The Course Coordinator shall endorse the application and forward to VET Administration for processing;
- VET Administration shall enter the outcomes into PEPi data base as per data entry procedures;

- VET Administration shall contact applicant and inform them of the outcomes of their application any arrangements for further training are to be made at this time, applicants are to be informed of grievance procedure if necessary;
- VET Administration shall issue the relevant certificate of qualification or statement of attainment (based upon endorsed recommendation from assessor);
- Student file to stored according to student record procedures.

6. Authority

Authorised by the General Manager (Public Safety)

7. Amendments

Date	Modified by	Sections amended/added	Approved by MR (if required)
27.11.09	Jodie Reeve	Name & logo changed, amended document references	Minor change