

RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

1. PURPOSE

The purpose of this policy and procedure is to ensure that The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy (SBTA) recognises the skills and knowledge of a person who may be eligible to receive a qualification and/or Statement of Attainment as a result of previous training undertaken, current and previous work experience and life experiences.

2. POLICY STATEMENT

The intention of this policy is to ensure that learners must not be required to repeat any unit or module if they can provide valid, reliable, sufficient, current and authentic evidence to demonstrate their current competence. The RPL process will use evidence from the learners formal, informal learning and non-formal learning.

3. RPL PROCEDURE

Students must apply for credit transfer at the time of application and prior to a Letter of Offer being issued. Once a Letter of Offer has been issued and students have commenced their course, SBTA will **not** approve any RPL applications.

The procedure to apply for RPL is as follows:

- a) Student requests information on RPL at the time of enrolment (this information is also included in the student Handbook)
- b) Student meets with the Principal to discuss their RPL needs and identify the evidence required. The Principal will provide the student with advice regarding the RPL process.
- c) Once the student believes they have the required skills and knowledge to apply for RPL, the student will be required to complete an RPL Application form and pay an RPL application fee of \$500.00 deposited into the following bank account:

Bank name:	Westpac Banking Corporation
Account name:	The Lan-Grove Office Training Centre Pty Ltd
BSB Number:	032007
Account Number:	563793

- d) The student will then be provided with a comprehensive RPL Guide which will give examples of the types of evidence the student will be required to collect to support their application.
- e) Once evidence has been collected, the student is required to pay an additional assessment fee to assess the student's evidence portfolio. The assessment fee is 50% of the cost of the course the student is seeking RPL against.
- f) The evidence will be assessed by an academic teaching staff with expertise in the subject, content or skills area, as well as knowledge of and expertise in RPL assessment. The RPL assessment will be of the same standard as other assessments undertaken for the same qualification. The assessor may also conduct a formal interview with the student to verify the evidence and to ensure that the evidence submitted is:

- ❖ **authentic** (the candidates own work)
- ❖ **valid** (directly related to the current version of the endorsed unit of competency)
- ❖ **reliable** (shows that the candidate consistently meets the endorsed unit(s) of competency)
- ❖ **current** (reflects the candidate's current capacity to perform the aspect of the work covered by the unit(s) of competency) and
- ❖ **sufficient** (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

g) The RPL assessment methods undertaken by the assessor will include:

- ❖ Reasonable adjustment for the literacy levels, cultural background and experiences of the student.
- ❖ Addressing specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the particular qualification components for which recognition is sought
- ❖ Providing a range of ways for students to demonstrate that they have met the required outcomes and can be granted recognition. These might include:
 - ✓ mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components - questioning (oral or written)
 - ✓ observation of performance in work based and/or simulated environments
 - ✓ challenge examinations/assessments
 - ✓ consideration of third party reports and/or other workplace documentation such as articles, reports, project material, papers, testimonials or other products prepared by the applicant that relate to the learning outcomes of the relevant qualification component
 - ✓ consideration of a portfolio and review of contents, and
 - ✓ participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

h) The student is advised of the assessment outcome in writing. If the evidence submitted by the student does not match learning outcomes/competencies, then the student might be required to submit further evidence or demonstrate the skills relating to the unit/s of competency.

i) If further evidence is not forwarded within four (4) weeks of submission, the student's claim for RPL will be rejected and the student will be informed in writing.

j) If the student wishes to appeal the decision, the student can access The Academy's Complaints and Appeals Process.

4. RESPONSIBILITY

- ❖ CEO/PEO
- ❖ Students Services Coordinator
- ❖ Marketing staff
- ❖ All other staff

5. ASSOCIATED DOCUMENTS

- Student Handbook
- Training and Assessment Strategies
- Credit Transfer Policy and Procedure

6. RELATED STANDARDS

- Standards 3.5 from the Standards for RTOs
- National Code of Practice 2018 Standard 3
- ESOS Act 2000

Approved by: Jane Koch, Chief Executive Officer

Date: 14 January 2018

Signature: *Jane Koch*

<i>Version</i>	<i>Created by:</i>	<i>Date created</i>	<i>Reason for update</i>	<i>Implementation date after circulation of draft to all stakeholders</i>
1	Jane Koch	2015		2015
2	Jane Koch	28/6/2017	Updated to align with Standards	28/6/2017
3	Jane Koch	10/1/2018	Updated to include responsibilities and version control table.	14/1/2018

RPL FORMAL ASSESSMENT PROCESS

