

Recognition of Prior Learning Policy

1 Purpose

The intention of the policy is to ensure that Recognition of Prior Learning (RPL) is offered to all students who apply for enrolment in a qualification being offered by Diversitat Training.

2 Overview

In compliance with Clause 1.12 of the National Standards for RTOs 2015, all students have the right to have their existing skills, knowledge and experience in relation to the course they are enrolling in recognised.

A student may be granted RPL for all or some of the units of competency that form part of a qualification. A partial RPL, that is where RPL is granted for some but not all of the units of competency that form part of a qualification, will mean the student will only need to successfully complete the outstanding units in order to gain the full qualification. This will result in reduced learning and assessment hours and course duration.

3 Scope

This policy applies to the Student Services Team Leader, Enrolment and Training staff.

4 Policy

It is the policy of Diversitat Training to discuss and offer RPL to each student prior to enrolment, specifically identified during the pre-training review and pathway conversation.

It is understood that RPL is unlikely to be suitable to students applying for courses below Certificate III level however this will be considered on an individual basis.

To be eligible for RPL, the student must be able to provide verifiable evidence of their skills, experience and knowledge in relation to the unit in question. This means their evidence must satisfy the requirements of the Performance Criteria, Required Knowledge/Knowledge Evidence and Required Skills/Performance Evidence of the unit of competency as per the training package requirements.

Verifiable evidence includes but is not limited to:

- Resume
- Position Description/s
- Performance Appraisals
- Workplace Documentation
- Certificates of Attendance at short courses, workshops or seminars
- Professional Development activities
- References or Testimonials from employers or clients
- Photos or videos of work performed
- Challenge test
- Awards or Prizes

Additionally, the applicant will be required to undergo a competency conversation and may be required to perform a practical demonstration of skills.

5 Procedure

The steps required to engage in the RPL process and determination of the outcome prior to course commencement include;

- 5.1 Provision of RPL Information to Students;
- 5.2 Applying for Assessment;
- 5.3 Assessing Competency;
- 5.4 Assessment Decision;
- 5.5 Recording Outcomes of Assessment;
- 5.6 Notifying Applicants of Assessment Outcomes

6 Associated Documents

- Recognition of Prior Learning (RPL) Information and Application Form
- Recognition of Prior Learning (RPL) Assessment Kit
- Recognition of Prior Learning (RPL) Work Instructions
- Enrolment Procedures Manual
- Training Plan Work Instructions

7 Responsibilities and Publishing Details

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