

RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

P014-Recognition of Prior Learning Policy V3.0

Purpose

To outline the policy in procedures for application for course RPL. This is a formal process that is based on a portfolio of evidence submitted by the perspective student.

Term and Definitions

Recognition of Prior Learning (RPL) - This is a process that involves assessment of individuals prior learning including formal informal and nonformal learning to determine the extent to which the individuals previous learning is equivalent to the learning outcome for the components of another qualification.

Formal Learning - This takes place through a structured program of learning delivered by registered education provider, and which leads to the full or partial achievement of an officially accredited qualification.

Informal Learning - This is learning that is gained through work, social, family, hobby or leisure activities and experiences.

Non-formal Learning -This takes place through a structured program of learning but does not directly lead to full or partial achievement of an officially accredited qualification. For example, business in-house training programs.

Currency - This relates to the applicant ability to demonstrate current industry skills, knowledge and understanding. The evidence provided should be from either the present all the very recent past, currency within the last five years.

Policy

Training Synergies will apply a systematic approach to granting of course RPL which does not unfairly advantage or disadvantage any existing or prospective students.

Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing the learning is current and relevant to the competencies applicable to the qualification in which they are enrolled or seek to be enrolled.

These learning experiences include the individual's relevant formal', informal and non-formal learning

Applications for Recognition of Prior Learning will be considered on a case -by -case basis and in a timely manner to ensure that all applicants are able to make well -informed choices about study options, pathways, and alternatives by taking into account the RPL they can expect.

Applicants are required to complete the appropriate section of the **Application for Recognition of Prior Learning** and provide evidence in support of each unit of competency subject for which RPL is sought forms of evidence may include:

- ❖ High school transcripts
- ❖ University / TAFE other providers transcripts
- ❖ Course subject outlines
- ❖ Detailed Resume (CV) with referee details
- ❖ Results/Statements of Attendance/certificates relating to business in-house courses workshops and seminars
- ❖ Position descriptions
- ❖ Relevant licences
- ❖ References/statements of Service/letters of support from past employers (these must be on the relevant company letterhead, dated and signed)
- ❖ Diaries/task sheets/ job sheets/logbooks
- ❖ Membership of relevant professional associations, etc.

All evidence presented must be written in the English language. It is the applicant's responsibility to have the documents translated into English by recognised authority, such as an official translator or government official.

The evidence will be assessed and, if necessary, an interview held at which you may provide additional evidence of the relevant competencies or demonstrate the relevant skills.

The interview will be conducted via telephone. In such circumstances, prior to the telephone interview commencing, the student must provide Training Synergies with a copy of all the supporting evidence; all evidence documents must be verified by a Justice of the Peace or equivalent authority as being true copies of the original.

Training Synergies reserves the right not to recognise part or all any previous experience if the assessor believes that the competencies or knowledge demonstrated and recorded fall significantly short of the industry standard as stated within the relevant National Training Package of the accredited course. In such case, you will be required to complete further related training.

There is no limit to the amount of RPL that can be granted to anyone student. However, the student will still be liable for the full course fee as per the fee schedule.

Application Procedure

Applications for Recognition of Prior Learning (RPL) are administered by the Student Support Team. Students are encouraged to discuss any prior learning they may have with the Career Consultants who can provide further guidance if needed in relation to the process shown below.

1. Candidates should think carefully about what expertise has been acquired overtime whether they have depth of knowledge and all strong skills in specific areas. (in most cases national Units of Competency will require more than just a basic or introductory knowledge of an area). They should then consult with their Career Consultant for advice in relation to the process, and for details of the service fee that may apply.
2. If the candidate wishes to proceed with the application, he/she should obtain a relevant application form from the Career Consultant at enrolment of The Student

Support Team. Please refer to the RPL application form the RPL Application Form. The RPL Application Form is automatically generated and is sent directly to the student.

3. Once the application form has being completed by the student it should be submitted to Training Synergies.
4. Applications must be accompanied by evidence in support of each unit of competency/subject; types of acceptable evidence are listed above.
5. All evidence must be in the English language.
6. The RPL assessment will include the verification of the currency, relevance, and authenticity of the documents submitted. Accredited overseas educational institution and domestic academic qualifications presented for an application for course RPL will be authenticated by:

- original documents being provided by the applicant to the authorised College representative; or
- Copies of the original document being provided by the applicant which have been either:

or

- notarised by a justice of the peace or equivalent authority;
- Verified as a true copy of the original documents by an authorised College representative.

Should Training Synergies suspect that the academic document presented has been altered or fraudulently created, contact will be made with the conferring institution to validate the claims of the candidate.

All claimed work experience must be relevant to the qualification, and should be within the last five years of the date of application. Statement of Service provided must be on official company letterhead, providing contact details of the employer. Past and current employers are contacted to verify applicable work experience on a case-by-case basis.

- I. This evidence will be assessed, and if necessary, a telephone interview will be held with the candidate. The student must have provided Training Synergies with certified copies of the supportive evidence prior to the telephone interview commencing.
- II. Training synergies is to collate student's documents scan and upload to the students file on our system, checking that they have met the deadline. Original copies must then be photocopied, and the copies filed and stored in a locked cabinet at Training Synergies.
- III. Original documentation will be passed on to the Assessor of the relevant Faculty who will examine the evidence and if necessary, a telephone interview will be conducted, during which the student may provide additional evidence of the relevant competencies or demonstrate the relevant skills.
- IV. After this assessment process, Training Synergies will provide written notification to the student explaining the units for which RPL has been granted, and those which have been declined (if any) and why.

- V. If the student is dissatisfied with the outcome, he/she has the option to appeal against the decision but must be so within twenty (20) working days of the date nominated on the written notification. Alternatively, additional evidence can be supplied by a specific date.
- VI. The outcomes of the application recorded with Training Synergies database, and a copy of this submission documents retained within the students file as evidence of the assessment process.
- VII. If the applicant is currently involved in the subject, he/she must attend all scheduled classes until the written notification is received, and until he/she has signed and returned that to Training Synergies.

TIME LIMITS ON RPL

RPL entitlements will have an impact on the structure and perhaps the normal length of the qualification. No two cases are the same, so students will need to discuss their special circumstances with the Career Consultants or the student support team.

Note:

- Unless specifically requested, enrolled students would not be issued formal documentation of the RPL at the time of notification, as these will be listed on the documentation issued by Training Synergies on completion of their course.

It is very important for students to understand that they may not be successful in all that they have requests within their RPL application.