RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Contents

Overview

Kiama Community College Inc (KCC) supports an approach which values all learning, however achieved, through an open and transparent approach to assessment. It acknowledges that learning may be achieved through either non-formal or informal pathways, and that provision should exist for recognition of these.

Purpose

This policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experience is appropriately recognised.

Definitions

In this policy and procedures the following meaning apply:

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);

b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and

c) informal learning refers to learning that results through experience of work related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative). *(Standards for RTOs 2015, Glossary)*
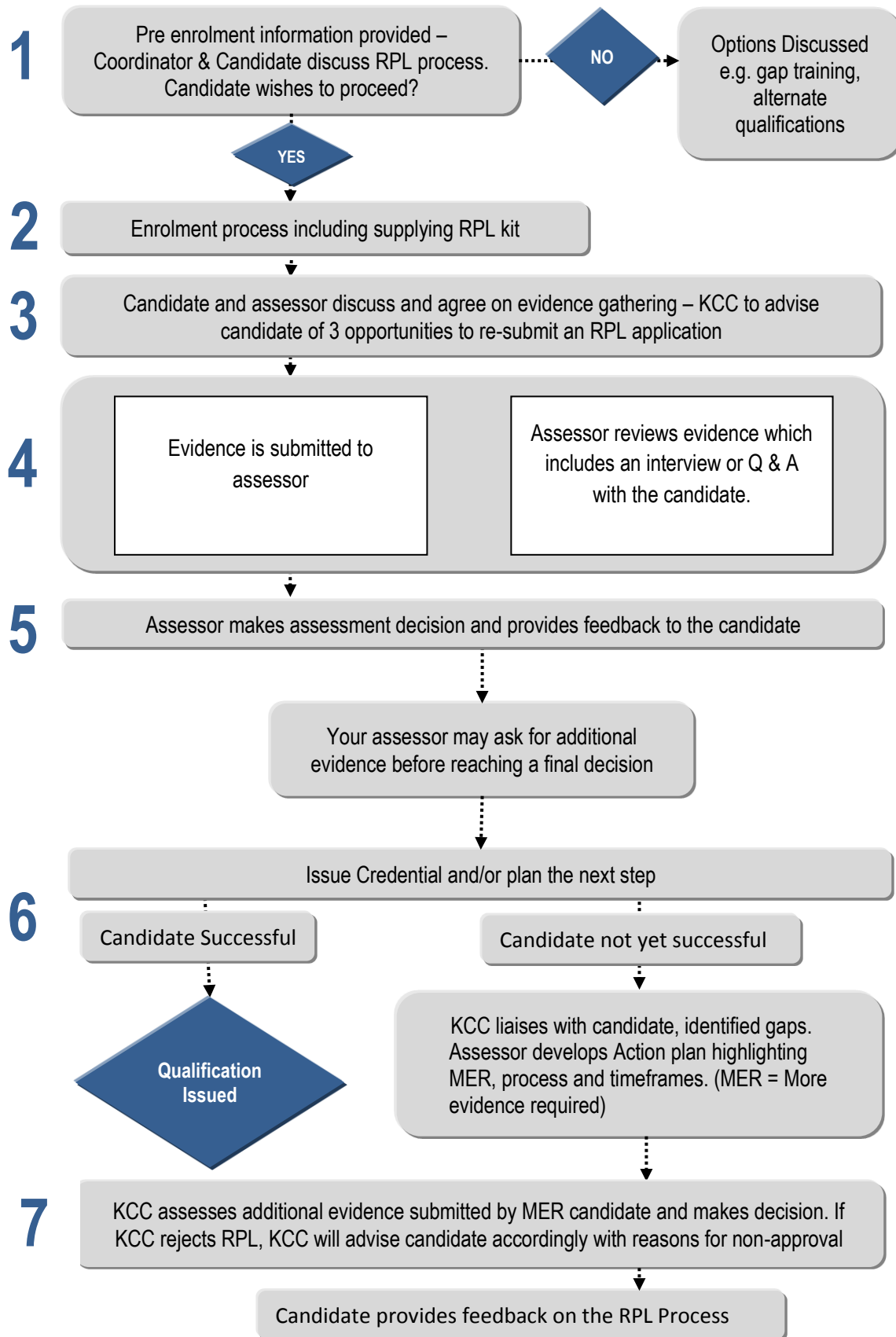
Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course. *(Standards for RTOs 2015, Glossary)*

Procedure

Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge obtained by the learner through previous training, work experience and or life experience.

The following diagram represents the KCC's RPL Process and provides a set of principles for recognition that are clear, concise and able to be implemented in a wide range of context. KCC, however, notes that each assessor will need specific procedures and documents for recognition which suit the qualification offered to the candidate and that meets the context in which recognition is being provided (e.g. worksite or specific premises).

Recognition Process

1 Pre enrolment information provided –
Coordinator & Candidate discuss RPL process.
Candidate wishes to proceed? ······→ **NO** ·····→ Options Discussed
e.g. gap training,
alternate
qualifications

↓ **YES**

2 Enrolment process including supplying RPL kit

↓

3 Candidate and assessor discuss and agree on evidence gathering – KCC to advise
candidate of 3 opportunities to re-submit an RPL application

↓

4
| Evidence is submitted to assessor | Assessor reviews evidence which includes an interview or Q & A with the candidate. |

↓

5 Assessor makes assessment decision and provides feedback to the candidate

↓

Your assessor may ask for additional
evidence before reaching a final decision

↓

Issue Credential and/or plan the next step

6
Candidate Successful   Candidate not yet successful

↓   ↓

**Qualification
Issued**

KCC liaises with candidate, identified gaps.
Assessor develops Action plan highlighting
MER, process and timeframes. (MER = More
evidence required)

↓

7 KCC assesses additional evidence submitted by MER candidate and makes decision. If
KCC rejects RPL, KCC will advise candidate accordingly with reasons for non-approval

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Candidate provides feedback on the RPL Process

Requirements of the NVR Standards

Kiama Community College will provide quality training and assessment services across all of its operations and adhere to the *Standards for RTOs 2015*, including Standard 1 that states:

> *The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.*

Among other things, this means that assessment (including recognition of prior learning) must:

a) comply with the assessment requirements of the relevant training package or VET accredited course, and

b) Be conducted in accordance with the Principles of Assessment and the Rules of Evidence *(Refer Standard 1.8)*

Record Keeping and Reporting

Kiama Community College will adhere to the Standards for RTOs 2015 and the NSW Smart and Skilled contract as required and will comply with the mandatory rules for record keeping, evidence and records.

Continuous Improvement

The Kiama Community College implements a robust and systematic continuous improvement process which includes, but is not limited to, the following:

- Student, employer and trainer/assessor evaluations
- Validation of RPL Policy and Procedures
- Quality Review in Assessment process
- Continuous Improvement and Validation schedules

Related Documents

- NSW Recognition Framework, NSW Department of Education and Communities, June 2014
- Standards for RTOs 2015
- Kiama Community College Student Handbook
- RPL Kits relevant to the qualification

Further Information

Candidates wishing to apply for RPL, or discuss the procedure, can obtain further information by contacting:

> VET Manager
> PO Box 52
> KIAMA NSW 2533
> P: 02 4232 1050
> F: 02 4232 1051
> e: info@kcc.nsw.edu.au

Publication

This *Recognition of Prior Learning Policy* will be made available to students and those seeking to enrol with KCC through publication on the website: www.kcc.nsw.edu.au

This RPL policy will also form part of enrolment information.