

## Purpose

YES College will ensure that Recognition of Prior Learning (RPL) is offered to all applicants prior to and upon enrolment. YES College ensures that its own recognition process is transparent, fair and provides students with sufficient information to support their claim for recognition.

## SCOPE:

This policy applies to:

- Students enrolled at **YES College**
- **YES College** Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through the Student Handbook, during the enrolment and orientation processes and also throughout the course.

## Definitions:

<i>Formal Learning.</i>	<i>The learning that takes place through a structured program of learning undertaken at an accredited education provider that leads to the full or partial achievement of an Australian Qualification Framework (AQF) qualification, or other officially accredited qualification recognised by YES College. (for example, a certificate, diploma or university degree);</i>
<i>Informal Learning</i>	<i>The learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. (for example the acquisition of interpersonal skills developed through several years as a sales representative).</i>
<i>Learning or competency outcomes</i>	<i>A learning or competency outcome that a learner should know and/or be able to do as a result of being involved in a learning process. The learning should indicate a conceptual as well as a practical grasp of the knowledge or competency required and should be applicable outside the environment in which it was acquired.</i>
<i>Non-Formal learning</i>	<i>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</i>
<i>RPL</i>	<i>Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.</i>
<i>PRISMS</i>	<i>Provider Registration and International Student Management System, (PRISMS) is</i>

	<p><i>a secure system for providers to: issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Home Affairs requires these to issue a student visa), and &amp; report changes in course enrolment.</i></p>
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## Policy

Students having a significant amount of training and/or work experience within the field that is relevant to a course offered by **YES College** may be eligible for Recognition of Prior Learning (RPL).

**YES College** ensures that any applicant for RPL is provided with the following:

- assistance to understand the RPL assessment process;
- assistance to identify the learning or competency outcomes associated with their prior learning and identify areas where claims for RPL might be made;
- advice on the format of applications including the gathering of valid, current, sufficient and reliable evidence and the authentication required;
- advice on whether further evidence is required, providing advice on the learning or competency outcomes against which students will be assessed.
- information about the competencies and performance criteria relevant to their RPL application
- information and support to enable them to gather reliable evidence of competency
- opportunities to obtain feedback on the evidence proposed prior to finalisation of the application

Students must complete an application form for RPL and attach supporting evidence as required. This evidence must be clearly identifiable, and support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence with each Unit of Competency.

The student may not need to complete all of the units in a course enrolled if his/her competencies are recognised through the RPL process.

## Procedures:

To apply for recognition of prior learning the applicant will need to read **RPL Instructions for Students** and complete the **RPL Application Form** that is available from the Campus Reception and provide supporting evidence.

**YES College** Course Coordinator will give advice to the applicant on completing the RPL application form and gathering reliable evidence.

Applicants will be encouraged to discuss the requirements and the types of evidence they are thinking of presenting prior to submitting the application.

Any applicant for Recognition of Prior Learning is provided with:

- a. Information about the competencies and performance criteria relevant to their Recognition of Prior Learning application
- b. Adequate information and support to enable them to gather reliable evidence of competency
- c. Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application
- d. Applicant who are eligible for credit transfer will be granted Credit Transfer status and will be subject to the Credit Transfer Policy and Procedure.

It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitude even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL Assessor to use his/her professional judgment (based on Training Package

Assessment Criteria in general and each Unit of Competency in particular) whether the evidence produced demonstrates current knowledge, skills and attitude required in the Training Package and Units of Competency.

Evidence may include but not limited to:

- interview/professional conversation
- observation and questioning including workplace visits
- portfolio of work, which may include completed assessment items from previous study
- supplementary assessment tasks or challenge test (oral, written or practical)
- authentication of evidence by supervisor or employer
- The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The application will need to be submitted at the Campus Reception who will forward the application to the Operations Manager

The Operations Manager will assign a Trainer/ Assessor or Course Coordinator who will assess the completed RPL application and the student will be advised of the decision accordingly. Further information or an interview with the student may be required before evaluation of the application is completed.

The completed RPL Assessment Form must be signed by the student and the Trainer/Assessor.

Granting of RPL must be recorded as an outcome in the student file using the RPL - Record of Results and signed by Operations Manager.

The Operations Manager/Course Coordinator will inform the Admissions Staff/Student Support Officer about the outcome of the RPL application.

RPL application documentation, assessment processes and outcomes are placed in the student's academic file.

After RPL is granted a student's course schedule must be reviewed and modified to ensure a full-time load and details of this placed in the student's administration file. If the RPL outcome leads to a shortening of the student's course:

- a. if the course credit/RPL is granted before the student visa grant, the **YES College** Student Support Officer will indicate the actual reduced course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
- b. if the course credit/RPL is granted will affect the duration of the course, the **YES College** Student Support Officer will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
- c. if the course credit/RPL granted will not affect the duration of the course, the Student Support Officer will record the course credit in the student's file but does not need to take any other action.
- d. if the course credit/RPL granted will affect the duration of the course, the Student Support Officer will record a change of course duration on PRISMS. To do this, the Student Support Officer uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment.

The Student Support Officer then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

Unsuccessful applicants have a right to formally appeal the RPL assessment, through the Complaints and Appeals Policy and Procedure.

## Reference:

This policy supports:

- [the ESOS National Code 2018 Standard 2.3-2.5](#)
- the [AQF Qualifications Pathways Policy](#).
- [Standard 1 of Clause 1.8 for which states:](#)

The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

1. [complies with the assessment requirements of the relevant training package or VET accredited course; and](#)
2. [is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.”](#)

Recognition of Prior Learning: An Explanation

(Ref:-<https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf> )

## Documents/Forms:

1. RPL Application Form
2. RPL Instruction for Student
3. RPL Record of Results/RPL Evidence Summary Sheet
4. RPL Evaluation Form
5. RPL Evidence Form