

 GRAYCLAY Standard Operating Procedures	TA 2.2 Subject: Recognition of Prior Learning Learning Date Revised: 05/01/18
Standards for RTO 1.6, 1.8, 1.12, 3.5, 5.1	Revised by: RTO Officer Approved by Grayclay Director

1.0 Purpose

- 1.1 These procedures are designed to provide a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous or current training, work experience and/or life experience.
- 1.2 The underlying principles of Recognition of Prior Learning (RPL) is that no individual should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.
- 1.3 The accompanying Policy and these procedures aim to maximise the recognition of any individual's prior skills and knowledge whilst at all times maintaining the integrity and standards of the defined learning outcomes of the specific course of study.
- 1.4 Assessment of all applications will take place by a qualified assessor who has successfully completed their Certificate IV in Training and Assessment TAE40110 along with the unit they are assessing the participant's competency against or equivalent.
- 1.5 Grayclay is committed to meeting the requirements for RTOs in undertaking Recognition of Prior Learning where appropriate.

2.0 Scope

- 2.1 This procedure applies to all Grayclay campuses offering Vocational Education and Training (VET) courses.
- 2.2 All VET qualifications and accredited courses
- 2.3 All VET trainers, assessors and candidates

3.0 Responsibility and Authority

- 3.1 It is the responsibility of the RPL applicant to provide sufficient evidence to satisfy the assessor that they currently hold the relevant competency.
- 3.2 It is the Assessor's responsibility to ensure that the evidence of prior learning is:
 - 3.2.1 Authentic – the applicant's own work
 - 3.2.2 Valid – directly related to the current version of the endorsed unit of competency
 - 3.2.3 Reliable – showing that the applicant consistently meets the endorsed unit(s) of competency
 - 3.2.4 Current – reflects the applicant's current capacity to perform the aspect of the work covered by the unit(s) of competency and
 - 3.2.5 Sufficient – covers the full range of elements in the relevant unit of competency and addresses all dimensions of competency.
- 3.3 Should the assessor have any reservations or concerns regarding the evidence provided, or the RPL applicant's ability to adequately demonstrate competence, the assessor must request the applicant undertake a performance test in order that the RPL can be confidently granted and with sustainable evidence.

4.0 Procedure

4.1 RPL can be granted to an individual who has demonstrated evidence of prior knowledge and work and/or life experience relating to the unit of competency for which recognition is being applied for.

4.2 All prospective and enrolling candidates will be informed of RPL in forms such as Grayclay website, marketing materials and course inductions.

4.3 RPL is awarded only for a total unit of competency; no partial RPL for Units of Competency will be awarded.

4.4 RPL Application

4.4.1 Initial support and advice will be provided to RPL applicants to ensure their realistic expectations about RPL, to identify relevant courses and to provide information about learning outcomes and assessment benchmarks for consideration by candidates.

4.4.2 On enrolment, if candidates wish to apply for RPL, further access to information will be provided including examples of evidence required for a particular unit of competency and any costs applicable. RPL applicants will be required to complete and submit an RPL Application Form and will then be invited to attend an initial interview with a suitably qualified assessor to discuss their application and other requirements.

4.4.3 RPL applicants must document their claim for competency in sufficient detail to enable the assessor to decide on assessment needed. A suitably qualified Grayclay assessor will assist the applicant to identify the best means to prove their claim, to select and organise acceptable evidence and to complete and submit the application.

4.5 On applying for RPL, the candidate will be provided with:

4.5.1 An RPL Application Kit

4.5.2 Performance criteria for competency learning outcomes

4.5.3 Guidelines as to possible sources of evidence

4.6 In order to apply to apply for RPL, the RPL applicant must provide current, quality evidence of their competency against the relevant unit of competency. As with all types of assessment undertaken in Grayclay, the assessor must be confident that the candidate is currently competent against the endorsed unit(s) of competency.

4.7 Application for RPL can be made by;

4.7.1 Submitting a portfolio of evidence based on the information provided in the RPL Application Kit;

4.7.2 Demonstrating skills in workplace performance in a Grayclay simulated environment.

4.8 Assessment Process

4.8.1 On receipt of the self-assessment evidence, relevant documentation on any fees applicable from the RPL applicant, a suitably qualified Grayclay assessor will be assigned the tasks of assessing the evidence against the competency standards for the units of competency being applied for.

4.8.2 The suitably qualified assessor will be required;

4.8.2.1 To be fair and reasonable during assessment;

4.8.2.2 To be experienced and familiar with the relevant industry standards and with assessment methods and procedures appropriate for RPL assessment;

4.8.2.3 To make proper assessment decisions based on explicit evidence of competency;

- 4.8.2.4** To expedite assessment and to avoid unnecessary delay;
- 4.8.2.5** To use cost and time effective methods appropriate to the assessment rigour necessary and level of risk assessment;
- 4.8.2.6** To systematically review the evidence provided with the RPL Application Kit and through interview, workplace assessment and/or performance observations.

- 4.8.3** The assessor will need to consider the following;
 - 4.8.3.1** The relevance and nature of the evidence provided by the applicant
 - 4.8.3.2** The scope of the subject matter covered by the evidence
- 4.8.4** Where the evidence and documentation requires additional information or clarifications the applicant should be contacted and a second interview be organised.

4.9 Certification and Post Assessment

- 4.9.1** Where recognition of an application is granted, Grayclay will ensure that this information is communicated in writing to the applicant within 10 business days of completion of evidence.
- 4.9.2** Outcome of results will be processed in JobReady and the qualification and/or Statement of Attainment will be issued. The assessor will record all evidence considered, assessment outcomes and the competencies confirmed, plus sufficient evidence for third parties in the case of an appeal.
- 4.9.3** Where no recognition is granted the applicant must be notified in writing of the outcomes including the reason(s) for refusal of the RPL application. The applicant will also be advised of the Complaints and Appeals policy TA3.3.
- 4.9.4** In all cases, a copy of the RPL documentation and outcomes will be held securely within the Student Management System (JobReady)
- 4.9.5** The assessor will also collect feedback from the RPL applicant on the RPL process and this feedback will be collated to find ways to improve the service.

4.10 Appeals

- 4.10.1** Grayclay is committed to fair and flexible processes for RPL assessment at all times.
- 4.10.2** Where an RPL applicant disagrees with the outcome, they should be advised to the first attempt to resolve the matter informally with Grayclay.
- 4.10.3** Where the outcome remains unresolved following informal discussions, the RPL applicant may appeal. The request for an appeal must be lodged in writing to Grayclay no later than 10 business days from the notification of the appeal outcomes with notification of the Complaints and Appeals policy TA3.3.

4.11 RPL Evaluation

- 4.11.1** RPL applicants are encouraged to provide feedback regarding their experiences with the recognition process for the purposes of continuous improvement. The RPL Evaluation Form can be found within the RPL Application Kit and is available for all applicants to complete and submit to Grayclay Administration. Feedback received from RPL applicants must be reviewed and acted upon accordingly. Any identified issues will be included on the Grayclay Agenda and recorded in the meeting minutes.

5.0 Related and Support Documentation TA

Standard Operating Procedures

TA2.1 Assessment

TA3.1 Access, Equity and Diversity

TA3.3 Complaints and Appeals

AD2.2 Participant Information

Forms

TA204 RPL Application Kit – Guidelines for Recognition of Prior Learning (RPL)
Complaints and Appeals