



P-007 Recognition of Prior Learning (RPL) Policy and Procedure

P-007 Recognition of Prior Learning (RPL) Policy and Procedure V1

Purpose

This procedure outlines the process for applying for and granting Recognition of Prior Learning (RPL) at Dijan Training Program Ltd, ensuring alignment with the Standards for RTOs 2015 and promoting equitable access to qualification pathways.

Responsibility

The Chief Executive Officer and RTO Management team are responsible for the implementation of this procedure and ensuring staff and learners are aware of its application and that trainers and assessors hold the appropriate vocational competencies and credentials. Dijan Training Program ensure that Recognition of Prior Learning (RPL) is offered as a valid assessment pathway and is conducted with the same rigour as other forms of assessment to meet the principles of assessment and rules of evidence.

Requirements

- RPL must minimise time and cost to applicants while upholding the integrity of the assessment process;
- RPL processes will comply with the *Principles of Assessment and Rules of Evidence* in line with the Standards for RTOs 2015 (Clauses 1.12-1.16, 3.5, 5.1, 5.2);
- Applicants will be supported with:
 - Information about the relevant units of competency.
 - Support to collect and present reliable evidence.
 - Feedback on evidence prior to application finalisation.
- RPL may be based on formal education, work experience, or life experience;
- Statements of Attainment and qualifications from other RTOs will be recognised once verified for authenticity;
- A signed statement from a supervisor may be required to verify authenticity along with other relevant workplace documents;

- RPL is a current competency assessment, even if past experience forms the basis of the claim. Currency relates to experience gathered within the past two to five years and is dependant on the evolving nature of the related industry;
- Learners eligible for Credit Transfer should refer to the Credit Transfer Policy.

Definitions

- RPL: An assessment-only pathway recognising current knowledge, skills, and attitudes.
- Unit: Refers to Units of Competency or Modules from accredited training.
- Qualification: refers to a number of units of competency which form part of a full qualification.

Method

- RPL applications use the F-005 CT-RPL Application Form.
- Prior to application:
 - Applicants will access units via training.gov.au OR contact Dijan Training Program for information;
 - A pre-application meeting will be held to explain the RPL process and review potential evidence;
 - Applicants will be provided the RPL Assessment Toolkit.
- Completed applications and supporting documents are submitted to the Administration Team.
- Applications will be reviewed and feedback provided to allow amendments.
- Applicants determine which units to proceed with.
- RPL fees are non-refundable after submission.
- Qualified assessors will:
 - Schedule assessments;
 - Review evidence against competency standards;
 - Identify gaps and suggest supplementary evidence;
 - Use internal tools where required;
 - Amend mapping documentation if needed;
 - Document all decisions in the RPL Assessment Form.
- Feedback is provided for each unit and outcomes are recorded.
- The result is communicated promptly and documented.

- RPL outcomes are recorded in student files and reflected in training plans.
- Appeals may be made through the Complaints and Appeals Policy.
- If competency is achieved, the learner will be awarded a Statement of Attainment or Qualification, whichever is relevant to the outcome

6.0 Related Documents

- Student RPL Application Form
- RPL Assessment Toolkit
- Assessment Mapping Tools
- Credit Transfer Policy
- Fees and Refunds Policy & Procedures
- Complaints and Appeals Policy
- Skilled Trainer and Assessor Policy and Procedure
- Teacher-Assessor Currency and Profession Development Policy
- Teacher Assessor Qualification Mapping Register
- Certificate Issuance Policy and Procedure

Relevant Standards for RTOs 2015

Clause 1.12-1.16: These clauses mandate that trainers and assessors hold the appropriate vocational competencies and credentials and that RTOs ensure Recognition of Prior Learning (RPL) is offered as a valid assessment pathway. RPL must be conducted with the same rigour as other forms of assessment and meet the principles of assessment and rules of evidence.

Clause 3.1: Ensures that AQF qualifications and Statements of Attainment are issued only when a learner has been assessed as competent and has met the training product requirements on the RTO's scope.

Clause 3.2: Requires the RTO to issue all documentation within 30 calendar days of the learner's completion of the course or withdrawal, provided all fees are paid and USI is verified.

Clause 3.3: Mandates that all certification documents meet the formatting and content specifications of Schedule 5 and are free from errors.

Clause 3.4: Requires RTOs to retain and maintain a secure and accessible register of all certification issued for a minimum of 30 years.

Clause 3.5: Stipulates that records of certification issued must be systematically recorded, retrievable, and maintained in a manner that preserves integrity and security.

Clause 5.1: RTOs must provide current and accurate information to learners before enrolment, covering course content, assessment processes, support services, fees, and the learner's rights and obligations.

Clause 5.2: Further requires that this pre-enrolment information must allow learners to make informed decisions about undertaking training.