

Recognition of Prior Learning Policy

Introduction

Djerriwarrh Community & Education Services (Djerriwarrh) recognises the principles of Recognition of Prior Learning (RPL) as an essential part of adult education. Djerriwarrh recognises that education can come from life experiences, formal education and other courses, training in a work environment and work experiences. Djerriwarrh is committed to ensuring that no participant should be required to undertake training in a module/unit of competency, for which they are already able to demonstrate satisfactory achievement of the performance criteria stated in the endorsed training package or nationally recognised course.

Definitions

Recognition of prior learning (RPL) is defined in the AQF as follows: 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.

Policy

Djerriwarrh informs all prospective participants at the pre-training review interview of the availability of RPL. A student has the opportunity prior to commencement of the program to apply for RPL. Djerriwarrh staff are responsible for supporting all stages of the RPL process and for providing appropriate and adequate information in order to maximise opportunities for a successful RPL outcome.

The RPL pathway is appropriate for candidates who have previously attained skills and knowledge and who, when enrolling in qualifications, seek to shorten the duration of their training and either continue or commence working. This may include the following groups of people:

- existing workers;
- individuals with overseas qualifications;
- recent migrants with established work histories;
- people returning to the workplace; and,
- people with disabilities or injuries requiring a change in career

Djerriwarrh seeks to use assessment methods for RPL that meet the Rules of Evidence and Principles of Assessment and provide a range of ways for individuals to demonstrate that they have met the required outcomes.

These may include:

- questioning (oral or written);
- consideration of a portfolio and review of contents;
- consideration of third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component;
- mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components;

- observation of performance, and
- participation in structured assessment activities the individual would normally be required to undertake if they were enrolled in the qualification component/s.

Djerriwarrh ensures that decisions about granting RPL take into account students' likelihood of successfully achieving qualification outcomes and ensure that integrity of qualification outcomes is maintained

Associated Policies	PO 034 Learning, Teaching and Assessment PO 030 Recognition of Qualifications Issued by Other RTOs PO 093 VCAL Curriculum and Assessment
Associated Procedures	PR 029a Recognition of Prior Learning PR 093c VCAL Recognition of Prior Learning
Other associated documents Internal	FO 051 RPL Applicant Tool Kit Template FO 055 RPL Guide for Applicants FO 056 RPL Record of Evidence Book FO 057 RPL Assessor Tool Kit Template
Relevant Legislation	Privacy Act 1988 Privacy & Data Protection Act 2014
Other associated documents External	AQTF Conditions and Standards