



Recognition of Prior Learning Policy & Procedure

Doc No: PP004

1.0 Purpose

This policy and procedure is intended to inform students and staff of LITA Training of the requirements for applying for and being awarded Recognition of Prior Learning (RPL) for any nationally recognised qualification or unit of competency (unit) offered.

2.0 Responsibilities

The General Manager is responsible for ensuring this procedure is implemented.

3.0 Scope

This policy and procedure covers all of LITA Training's training and related services.

4.0 Definitions

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Recognition of Prior Learning (RPL) is a form of assessment of the competence of a person. It acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences.

Credit Transfer means recognising the equivalence of studies previously undertaken and completed successfully. It is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies, noting that providing credit for previous studies is not a Recognition of Prior Learning (RPL) process.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

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.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2 (Standards for RTOs (2015)).



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Assessors are persons who assess a learner's competence in accordance with Clauses 1.13 to 1.16 (Standards for RTOs (2015)).

5.0 Policy

Students are advised of Recognition of Prior Learning (RPL) possibilities prior to enrolment and encouraged to submit documentation as part of their application and/or enrolment. All assessments including RPL is conducted in accordance with the principles of assessment and the rules of evidence. LITA Training will approve RPL to students who can demonstrate suitable prior qualifications or experience once the RPL process has been completed.

All LITA Training students can apply for RPL, a unit of competency or the entire course. Students will be required to provide evidence that demonstrates that they have experience, skills or an appropriate level of understanding of that unit of competency or course. RPL is not necessarily the easier path to take in all cases, especially if a student finds it difficult to provide the quality of evidence LITA Training assessors require. It is important to consider if applicants have enough evidence to support an RPL request beforehand to provide good advice on their study options.

LITA Training's RPL charges are based on the course/units selected and are available in this policy, with all interested parties referred to this document and available on LITA Training's website as well as within the related Credit Transfer/RPL Application Form.

6.0 Procedure

- Students who have completed a nationally recognised qualification/unit that have the exact same code as a unit currently enrolled/enrolling within will be eligible for credit transfer for the particular unit(s) and should be referred to LITA Training's *Credit Transfer Policy and Procedure*.

6.1 Awareness and Application Process

- All students are made aware of the ability to apply for RPL throughout the enrolment and induction process of the course (refer to Application & Enrolment Form). This is supported with information provided in the LITA Training's Student Handbook and at orientation/induction (refer to Student Induction Agenda and Checklist).



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- Students wishing to apply for RPL should speak to LITA Training's General Manager or enrolling officer at the time of application/enrolment.
- As part of their application and enrolment process, the student will be provided access to the course guide and details of unit/elements/performance criteria, so they may clearly identify the learning outcomes or competencies for which they have to provide evidence.
- If the student wishes to apply for recognition of either their past qualifications or work/life experience they will need to do so at the time of application or enrolment or within the initial 2 weeks of the course's commencement.

6.2 Assessment Process

- RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:
 - review of evidence including relevant Formal Qualifications
 - interviews
 - confirmation of testimonials
 - validated Workplace Logbooks
 - skills/challenge testing, and
 - written/oral reviews.
- LITA Training will organise an initial conversation with the student to ascertain whether the student has claims to an RPL process and to provide further guidance on the process of submitting evidence. Students are guided with an individualised qualification/unit *RPL Kit* to build an evidence portfolio to support their claim for RPL and submit with their application form. An indicative RPL service fee will be provided at this time, based on the following hourly rates:
 - for LITA members - \$93.50 per hour (exc assessor travel expenses), and
 - for non-LITA members - \$110 per hour (exc assessor travel expenses).
- If the student believes they have the skills and knowledge to gain recognition in the learning outcomes to industry standards which will satisfy the learning outcomes, they are encouraged to complete and submit the *Application for Credit Transfer/RPL Form* and the evidence outlined in the RPL Kit.



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- Once evidence has been collected, LITA Training will book an assessment with an assessor. Where a student is already enrolled, this process is completed within three weeks of enrolment.
- The appointed assessor will analyse the applicant's individual experience and other evidence against appropriate learning outcomes/competency statements to complete the review.

6.3 Approval/Non-Approval Process

- If the RPL claim matches learning outcomes/competencies full recognition is recommended for granting.
- If the RPL claim does not fully match learning outcomes/competencies, then further evidence will be requested. This may also involve an interview where applicant will support his/her case. Further evidence must be supplied within 1 week from the RPL initial assessment date. If further evidence is not recognised or received within the additional 1 week, then the claim will be rejected and a letter of advice will be forwarded to applicant advising of decision either way.
- Written advice of the outcome will be forwarded to the applicant/student within 3 days of the final RPL decision together with final fees.
- LITA Training will only apply a successful RPL outcome against the student's record once all RPL fees have been paid.
- A successful RPL outcome will be valid for 12 weeks from LITA Training notifying the student of the outcome. If the student does not finalise the application and pay the applicable fees within 12 weeks, LITA Training reserves the right to review the original RPL outcome.
- If the student contacts LITA Training at a later date (that is greater than 12 weeks from the RPL notification date) and wishes to resume the RPL application, additional fees will apply, based on the RPL fee hourly rate.
- Completed Forms with all attachments will be placed on the student file as well as a copy of the results of application.



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6.4 Student's Right to Appeal

- If the student wishes to appeal the decision, he/she must inform LITA Training in writing within 1 week of receipt of the PL outcome through LITA Training's *Complaints and Appeals* process. All appeals will be considered at no cost to the student.

7.0 Forms and Records

The following forms should be used in conjunction with this procedure:

- TEMPLATE Student Handbook
- TEMPLATE RPL
- FORM Credit Transfer/RPL Application
- FORM Application & Enrolment
- CHECKLIST Student Application & Enrolment Checklist
- CHECKLIST Student Induction Agenda

The following references should be read in conjunction with this procedure:

- POLICY & PROCEDURE Marketing
- POLICY & PROCEDURE Application & Enrolment
- POLICY & PROCEDURE Fair Treatment and Equal Benefits
- POLICY & PROCEDURE Credit Transfer
- POLICY & PROCEDURE Student Records Management