

Purpose: To describe the policy and procedure for Recognition of Prior Learning in accordance with ASQA Standard 1 & ESOS National Code Part D, Standard 12

Responsible Person: Training & Learning Coordinator

1. Scope:

This policy applies to students participating in training and assessment at EQUALS and all staff and educators responsible for assessment or administering student training records.

2. Policy:

2.1 EQUALS International offers Recognition of Prior Learning (RPL) to individual students in accordance with ASQA Standard 1 (clause 1.12). EQUALS will ensure that Students are advised of their opportunity to receive Recognition of Prior Learning for their existing skills and experience.

2.2 Assessors will apply the principles and rules of assessment in determining outcomes for RPL assessment.

2.3 Students are encouraged to apply for RPL upon acceptance of enrolment.

2.4 Students must apply for RPL on or before the census date of the study period in which they are scheduled to commence the relevant unit(s) they are seeking RPL for.

2.5 Where results are not yet finalised, students are required to attend all timetabled classes until such time as an assessment of RPL granted is made.

2.6 Where RPL is granted, and in the case of fee for service arrangements, students incur 70% of the cost of the relevant unit(s).

2.7 EQUALS must provide written notice of an RPL offer once assessment outcomes have been finalised.

2.8 Students must give notice of their acceptance of an RPL offer.

2.9 Students are not required to attend classes for units awarded RPL. Their overall course duration may be affected.

Overseas Students Only:

2.10 If EQUALS International grants an overseas Student RPL which leads to a shortening of the Student's course, EQUALS will do one of the following:

i) If the RPL is granted before visa grant, EQUALS must indicate the actual net course duration (as reduced by RPL) in the eCoE (electronic confirmation of enrolment) issued for that Student for that course;

or

ii) If the RPL is granted after visa grant, EQUALS must report the change of course duration via PRISMS under s19 of the ESOS Act 2000. In such Student must acknowledge that it is a condition of their visa that they be enrolled in full-time study.

If Students finish their course early, the Student must either enrol in another CRICOS-registered course or depart Australia immediately unless they have been given authorisation by DIBP to remain in Australia.

If EQUALS grants an overseas Student RPL which leads to a reduced study load, i.e. contact hours per week, EQUALS will not allow the Student to study less than a full-time load as defined in paragraphs

13.1 and 13.2 of the National Code.

3 Procedure:

This summary procedure should be read in conjunction with the corresponding processes which outline the detailed steps involved in processing RPL applications.

1. Provide Student with course information and candidate indicates their interest to obtain Recognition of Prior Learning Status.
2. Request candidate to liaise with Admissions and/or member of staff responsible for RPL and/or relevant educator/assessor to determine whether the candidate should apply for Recognition of Prior Learning
3. Provide Student with an RPL Guide F 074 and relevant qualification toolkit (available internally from Moodle). Discuss application form with Student ensuring that Student understands this process and application form. Request that evidence of applicant's prior learning / experience is attached.
4. Completed forms are forwarded to the responsible staff member for review and allocation to a suitable Assessor.
5. WiseNET checklist is recorded with due date of 20 working days.
6. Where Recognition application is initiated prior to enrolment, the Assessor conducts a document portfolio review and advises the responsible staff member/admissions team of likely RPL. Admissions staff advise applicant and applicant elects to proceed to enrolment or decline offer. RPL assessment takes place only after enrolment.
7. Where the applicant is a currently enrolled student, the nominated Assessor may conduct an interview and/or practical assessment, and/or seek further third party evidence, as per training gaps identified. Assessment conducted.
8. Advise candidate of outcomes of assessment, if successful; RPL status is awarded. The Student may receive a Statement of Attainment or qualification for the RPL awarded.
9. If unsuccessful, provide feedback on how status can be obtained. Arrange re-assessment if required.

Documents:

F 002 Student Handbook
F 074 RPL Guide
F 771 International Student Prospectus
F 001 Student Application Form
F 075 International Student application Form
F 859 RPL Letter Outcome Letter
P 372 RPL Process

Relevant qualification toolkit(s)
Course information (handout)