



RPL Policy and Procedure

1. Policy

This policy and procedure is 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 and/or current training, work experience and/or life experience.

The underlying principle of Recognition of Prior Learning (RPL) is that no student 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.

This policy therefore aims to maximise the recognition of an 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.

Assessment of all RPL applications shall be undertaken by AITI's Training Coordinator as an experienced and qualified assessor who has attained a Certificate IV in Training and Assessment (TAE40110) and who may also consult (as necessary) with a particular Trainer/Assessor who has the specific vocational competencies in the unit/s competency is being assessed against.

2. Procedure

2.1 General Information

All prospective and enrolling individuals must be informed in all pre-enrolment information of the opportunity to apply for RPL. In general circumstances, AITI advises that – in consideration of student welfare when settling into a new course of study – RPL applications for Units of Competency are best made during the time of enrolment, with the resolution of applications to be completed before course commencement. This is a recommendation only, however, and in all circumstances AITI will conduct the RPL process according to the conditions and timing of individual scenarios.

The information provided to students includes details to clearly indicate that:

- RPL can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied
- RPL is awarded for a total unit of competency (no partial RPL of a unit of competency will be awarded)
- There is an RPL Application Fee of \$100 per Unit of Competency title applied for. RPL Applications will not be processed until payment is received (unless there are specific circumstances where AITI has waived the RPL Application Fee).

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2.2 Student Request for RPL

Students who wish to apply for RPL need to begin with the *RPL Application Package* available from the Student Administration department. This package includes two sections:

- A detailed *Instruction Guide for RPL Applications* which provides students with extensive information on how to go about obtaining the best results from RPL applications
- The *RPL Application* form to be completed by the student, to which supporting evidence will be attached for submission (i.e. an *RPL Evidence Portfolio*, including details such as detailed records of their experience, employment, training, etc, which may be relevant).
- The *RPL Application* form will specify the qualification Units of Competency and associated Elements of Performance Criteria. Students will be required to identify how their Prior Learning/Experience etc. addresses these Elements for each Unit of Competency included in the RPL application.
- Once the *RPL Application* is completed, Students are required to submit the form to the Admissions/Admin Officer along with any supporting evidence attached (i.e. *RPL Evidence Portfolio*) and proof of RPL Application Fee payment.
- Upon receipt of a valid RPL Application, the Admissions/Admin Officer will place the RPL Application in the RPL File, and enter the following details into the RPL Register: the date, their name, the student's name and student id number (see *RPL Register*).
- The Admissions/Admin Officer will notify the Training Coordinator and Compliance Officer by email that an RPL Application has been received and registered.

2.3 Assessment Process

- After the *RPL Application* form and relevant supporting documentation have been submitted by the student and the Training Coordinator has been notified, the Training Coordinator will schedule a time to assess the evidence provided by the student against the competency standards of the relevant Unit/s of Competency.
- Where evidence and documentation requires additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting. If an interview needs to be conducted, the Training Coordinator will document all information collected in a Report which will be stored with the students RPL Application and submitted evidence.
- All original documents such as certificates, workplace reports, etc, must first be sighted by the Training Coordinator and copied. The copy must include the date, as well as the signature and printed name of the Training Coordinator.
- In marking an assessment, the Training Coordinator will consider the following:
 - Relevance and nature of evidence provided by the applicant
 - Scope of subject matter covered by the evidence
 - Whether the evidence is sufficient to enable a judgement of competence to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units.
 - Determine if the evidence is sufficient and reliable
- After the review of the application has been completed, the Training Coordinator will determine if approval for RPL is to be Granted or Not Granted, with the result to be recorded in the 'Office Use Only' section on the final page of the *RPL Application* form. If RPL is Not Granted, the reason will also be detailed in this section.
- The Training Coordinator will place all documentation relating to the application in the Student File and complete the relevant section in the *RPL Register*.

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2.4 Administration Follow-Up

- The Training Coordinator will enter the relevant details into the *RPL-CT Notification* form, and send an electronic version to the Admissions/Admin Officer by email.

FOR DOMESTIC STUDENTS

- The Admissions/Admin Officer will print and dispatch an *RPL-CT Notification (Original)* and an *RPL-CT Notification (Copy)* to the Student. Note that the result of the RPL application must be communicated in writing to the student within 10 business days of completing the assessment.
- Where RPL has been granted, the Admissions/Admin Officer will update the Student’s enrolment information.
- The student must return the *RPL-CT Notification (Copy)* to AITI after signing the Student Declaration. The Admissions/Admin Officer will add the *RPL Notification* to the Student File, and complete the final entry in the *RPL Register*.
- The RPL application, assessment, and administration follow-up processes will then be complete.

- FOR INTERNATIONAL STUDENTS

- The Training Coordinator must identify the reduction in study time required based on the units which have been granted RPL or Credit Transfer approval, and notify the Admissions/Admin Officer by email.
- The Admissions/Admin Officer will adjust the Student's CoE to reflect any reduction in the duration of study, and notify the Operations Manager by email. The reduction in study duration will be reported by the Operations Manager via PRISMS.
- The Admissions/Admin Officer will print and dispatch an *RPL-CT Notification (Original)* and an *RPL-CT Notification (Copy)* by mail to the Student. Note that the result of the application must be communicated in writing to the student within 10 business days of completing the assessment.
- The Student must return the *RPL-CT Notification (Copy)* to AITI after signing the Student Declaration. The Admissions/Admin Officer will add the *RPL-CT Notification (Copy)* to the Student File, and complete the final entry in the *RPL Register*.
- The RPL application, assessment, and administration follow-up processes will then be complete.

2.5 Procedure Oversight

Once an RPL Application has been received and registered, and the Admissions/Admin officer has notified the Training Coordinator and Compliance Officer, the Compliance Officer will review the *RPL Register* on a weekly basis to review the progress of the application.

2.6 Appeals

Where the outcome of an RPL application is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally. Where the outcome remains unresolved following informal discussions, the individual may appeal the decision by using the methods outlined in the *Complaints and Appeals Policy and Procedure*. This policy and procedure can be gained from the AITI website, Student Administration Department, and is also found in the Student Information Handbook. The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

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