



## AMA SKILLS TRAINING

### RECOGNITION of PRIOR LEARNING Policy & Procedure

#### **Objective**

Assessment including Recognition of Prior Learning (RPL) is conducted in accordance with the principles of assessment and the rules of evidence. AMA Skills Training will approve Recognition of Prior Learning (RPL) to students with suitable prior qualifications or experience once the RPL process has been completed.

#### **Requirement**

Recognition of Prior Learning (RPL) is an assessment process whereby an assessment is completed which determines the individual's prior learning, achieved through work experience, informal and formal training, or other life experiences to clearly identify that the applicant has achieved the level of competency required. This will then be appropriately recognised.

Credit transfer involves assessing a previously completed course or unit of competency to ascertain if it provides equivalent outcomes to those specified in the current training package. If the student has a verified statement of attainment from an RTO for the exact same unit then credit is automatic. The original document must be sighted by training manager, refer to National Recognition Policy (form RRTO).

#### **Scope**

This document outlines a policy to be followed for students applying for RPL.

#### **RPL Procedure**

AMA Skills Training will appoint a staff member responsible for the management of the RPL process. The staff member will establish a register for recording the applications for and results of RPL assessments. The staff member will ensure that RPL assessments are completed by appropriately qualified assessors who have the necessary training and assessment competencies and have the relevant vocational competencies at least to the level being assessed.

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The staff member will ensure that the applicant is informed in writing of the outcomes of their application.

This RPL Policy is one option that enables students to obtain recognition of their competencies. As a result students may be able to obtain exemption from undertaking some training within the training framework and/or receive recognition for competencies.

A person must be assessed for RPL before he/she begins that part of the course for which he/she is proposing to apply for RPL.

RPL evidence must be submitted back to AMA Skills Training within two weeks of starting the course. There will be no provision after this timeline has passed, unless extension is provided by AMA Skills Training.

The RPL application will be processed according to the criteria set out in this policy and will be granted for complete qualifications or units of competency.

Students who disagree with their RPL outcome or believe that the process may not have followed appropriate procedures may appeal the result of an RPL Application by submitting a complaint in writing to the Training Manager. The appeals process is offered to students at little or no cost - refer to the complaints and appeal policy. The assessor will base a judgment for granting RPL on the evidence provided by the applicant in their demonstration of the appropriate skills or a practical demonstration.

### **Responsibilities**

AMA Skills Training will provide qualified RPL Assessors who shall be responsible for the RPL process which includes:

1. Advising intending applicants regarding the RPL process.
2. Assisting applicants with the preparation of their application form.
3. Processing applications.
4. Convening the RPL Assessment Panel and advising the applicant of the time, place and date of the interview (if required).
5. Providing RPL guidelines for subject matter experts (if required).

RPL Assessors shall be responsible for ensuring that the RPL process is followed in a fair, equitable and consistent manner.

Subject matter experts shall be responsible for making recommendations on competencies being claimed to the RPL Assessor. This recommendation is to be accepted by the RPL Assessor unless they believe the correct process has not been followed.

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The RPL process is systematically validated on a yearly basis - refer to the policy for validation and moderation (Form VM) and validation assessment form (Form VAf).

### **Guidelines and Steps Required in the RPL Process**

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, or where credit or credit transfer may apply. Enrolling students will be provided a copy of the RPL application form (Form Gx) at enrolment. It is the policy of AMA Skills Training that students may only receive RPL for 50% of a full qualification.

Students wishing to apply for RPL should speak to the Training Manager at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of enrolment. The Training Manager will provide the student with the relevant application form and a copy of the course outline and relevant section of training package for each competency they believe they may gain RPL. This will help the student to complete a self assessment against the course learner outcomes to decide whether they indeed have the experience to demonstrate relevant prior learning.

If the student has a prior Qualification or a Statement of Attainment issued under the Australian Qualifications Framework from any Registered Training Organisation throughout Australia, AMA Skills Training will recognise the AQF qualification and Statement of Attainment issued by the other RTO as long as the findings are consistent with the National Recognition Policy.

RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

- A. Review of Evidence including relevant Formal Qualifications.
- B. Interviews.
- C. Confirmation of Testimonials.
- D. Validated Workplace Logbooks.
- E. Skills/Challenge testing.
- F. Written/Oral reviews.

The steps to apply for RPL

1. Student requests information on RPL at enrolment (this is included on AMA Skills Training's website and Student Information Booklet).
2. Appropriate qualification is identified at enrolment.
3. Appropriate competency is identified at enrolment.
4. Training Manager will advise student of evidence required.
5. The student will be provided access to the study outline and details of unit competency/elements/performance criteria so they can clearly identify the learning outcomes or competencies they have to apply.

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6. 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, the next step is to acquire the RPL Application form (Form Gx).

There will be a fee to assess students for RPL dependent on the selected units of competency. This fee must be provided with the completed application form and evidence. There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL.

7. Student will then collect evidence to support their claim for RPL.
8. Once evidence has been collected, the student must arrange a meeting with the Training Manager. At this meeting they will submit the application form and evidence with the fee for RPL assessment. This process must be completed within two weeks of enrolment.
9. The RPL assessor will then analyse the applicant's individual experience and qualifications against appropriate learning outcomes/competency statements. The Training Manager will support this process.
10. If the claim matches learning outcomes/competencies then full recognition is granted.
11. If the claim does not match learning outcomes/competencies then further evidence will be requested. This may also involve an interview where the applicant will support his/her case. Further evidence must be supplied within two weeks from application date.
12. If further evidence is not recognised or received within the additional two weeks then the claim will be rejected. A letter of advice will be forwarded to the applicant advising of the decision either way.
13. If student wishes to appeal decision he/she must inform AMA Skills Training in writing within 1 week of the rejection letter.
14. The student may appeal the decision following the complaints and appeals process. The cost will be little or no cost to student.
15. A letter of advice will be forwarded to the student outlining the costs (if any) of appeal process. Once the student has paid his/her share of cost for further process (*must be received within 1 week of request for payment*) the appeal will progress forward.
16. Letter of advice of outcome will be forwarded to applicant within two weeks of final decision.
17. Completed RPL Application Form (Form Gx) with attachments will be placed on the student file and results of application.
18. Details of the Application and outcome will be recorded on the RPL Assessment Register (Form Gz).

**Person responsible:**

The responsible persons are the Training Manager and the assigned RPL Assessor. The position description of the RPL assessor details this role.

**Policy developed by:-**

Signature: .....

Date: .....

Print name: .....

**Checked and confirmed by:-**

Signature: .....

Date: .....

Print name: .....

Comments: .....

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