



RTO policy and procedures

Recognition of Prior Learning (RPL)

February 2015

Scope

The RTO creates an environment where clients' prior learning and current skills is recognised.

Any student wishing to apply for recognition of prior learning (RPL) shall have access to the RPL procedure.

Policy statement

All applications for RPL will be responded to within 15 working days of the receipt of the written application. The designated person will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided for the RTO to assess RPL, the student will be notified of the decision within 15 working days. Students may have access to reassessment on appeal. Feedback from clients regarding the process will be collected as part of the continuous improvement procedure.

Morayfield State High School also recognises AQF qualifications and statements of attainment issued by any other RTO and has a separate policy and procedure regarding the credit transfer process for this, as outlined in the Conditions of Registration – VET Policies and Procedures (Condition 7).

This policy will be reviewed annually as part of continuous improvement processes.

Responsibilities

Principal

- Ratifies Morayfield State High School RPL – Policy and Procedures
- Ratifies RPL decisions.

The Principal is ultimately responsible for ensuring that the school RTO complies with the *Standards for Registered Training Organisations (RTOs) 2015*

RTO Manager

- Manages the Morayfield State High School RPL – Policy and Procedures (under delegation from the Principal)
- Handles (after referral from the trainer and assessor in the first instance) all RPL applications /appeals
- Participates in RPL resolution processes and moderates regarding RPL (as appropriate)

- Is responsible for the overall maintenance of the RPL register, including ensuring RPL decision or actions are documented
- Refers clients not satisfied with the outcome of the RPL procedure to the Morayfield State High School Complaints and Appeals – VET Policies and Procedures (under delegation from the Principal).

Trainers and assessors / teachers

- Operate in accordance with the Morayfield State High School RPL – Policy and Procedures
- Review and determine (in the first instance) written RPL applications for individual students
- Consult with the RTO Manager prior to advising students of the decision
- Refer any appeals against decisions not to grant RPL to the RTO Manager.

Administration Officer

- In conjunction with the VET Coordinator, maintains the RPL register.

Further details regarding RTO responsibilities are available in the Morayfield State High School Duty Statements – VET Guidelines document.

Related materials

Policy and Procedure - Certification and the USI MSHS

Policy and Procedure - Complaints and Appeals MSHS

Policy and Procedure - Governance, Data and Administration MSHS

Policy and Procedure - Marketing MSHS

Policy and Procedure - Student Information MSHS

RPL Application Form

RPL register

Duty statements

Recognition of prior learning

Recognition of prior learning (RPL) is the process used to **assess** individuals' existing level of knowledge and skills against individual or multiple units of competencies. Students are provided with the school's RPL policy prior to enrolment in SDCS. They are made aware of the RPL application form. As part of their student induction, the process and types of evidence that can be used to support RPL applications is provided to them.

RPL applications will only be considered if the school's RPL application form is used. RPL applications must be submitted to the teacher of the qualification in the first instance.

Recognition of prior learning procedure

Client(s) with an application for RPL have access to the following procedures:

RPL

- The Morayfield State High School RPL application form must be used.
- All applications for RPL go to the teacher of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition to their teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions.
- The RPL process and its outcome will be recorded in writing in the RPL register. Teachers dealing with the RPL application will provide feedback throughout the process to the student.
- The teacher responsible for the delivery of the qualification will review the evidence provided by the student and give a written and verbal response (within 10 days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.
- The teacher handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL. Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The teacher will update the student records if RPL is granted, following consultation with the RTO Manager.
- The student will be made aware of any gaps in training as a result of the review of their application evidence.
- The student will be also made aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

Appeal RPL decision

- A student dissatisfied with the response to the RPL application may initiate an appeal.
- The Morayfield State High School Complaints and Appeals – Policies and Procedures will be followed in this instance.