

## Recognition of Prior Learning (RPL) Policy and Procedure

### Purpose

The purpose for this policy is to outline the procedure for application for recognition of prior learning.

### Scope

This policy applies to all students enrolled within nationally recognised Vocational Education and Training (VET) courses offered by the Registered Training Organisation, ATI-Mirage.

### Policy

ATI Mirage provides Recognition of Prior Learning (RPL) for any learner who may existing and current skills, knowledge and experience relevant to the qualification and/ or unit(s) of competency they are seeking. Learners are not required to repeat a learning activity, regardless of how or where the learning was acquired, providing that the learning is current and industry relevant. These learning experiences include previous training, work experience (paid or volunteer), and life experiences.

Candidates are required to complete the appropriate Recognition of Prior Learning Application form and kit and provide supportive evidence. This evidence will be assessed and an interview will be held. The interview and/or demonstration may be conducted face to face, by telephone, Skype or another suitable method of communication.

ATI Mirage reserves the right not to recognise part, or any previous experience, if the assessor believes that the skills or knowledge demonstrated fall short of the industry standard. In such a case, the candidate will be required to complete further training in the unit.

There is no limit to the amount of RPL that can be granted to any one student. A full qualification can be attained in this way, or individual units of competency.

## Procedure

Recognition of Prior Learning (RPL) is the process whereby RTOs look at the prior knowledge, skills and experience of a candidate to award RPL against a unit of competency.

*Candidate completes pre-assessment for program and indicates interest in RPL for all or some units of competency.*

You should discuss RPL with your assessor **BEFORE** you commence your studies as it may mean that you are not required to attend the training sessions and will not have to complete the assessments in the LMS.

### **Step 1: Register your interest and complete self-evaluation**

Complete the RPL application and kit.

In order to apply for recognition of prior learning you must provide evidence that addresses and meet the requirements for this unit. Your evidence may take a variety of forms; it may include but is not limited to:

- Results of any assessments
- Details of in-house courses, training programs, orientation, induction
- References or letters from employers and or supervisors
- Workplace documents
- Resume, position description or job description
- Diaries/task sheets
- Emails/letters
- Copies of presentations
- Photographs, videos

### **Step 2: RPL Interview and Questioning**

The RPL interview provides the opportunity for the candidate and the assessor to have a professional conversation about the candidate's required knowledge and skills and review the evidence presented. The topics of discussion are drawn and assessed from the unit(s) of competence required skills and knowledge. The interview is documented for evidence of required skills and knowledge.

If the interview demonstrates the candidate's verbal knowledge is sufficient, the next step is to observe and assess the candidate's performance in practice.

### **Step 3: Demonstration Assessment**

Practical tasks provide the opportunity for the candidate to demonstrate the application of skills and knowledge of a unit of competence or full qualification. A range of evidence will be used to assess practical skills and knowledge to meet the **evidence required to demonstrate competency**.

### **Step 4: Third Party Report**

You may be required to obtain Third Party Reports as supplementary evidence to authenticate evidence provided. This must be from persons who have directly observed you demonstrate the skills and knowledge identified.

### **Notification of outcome**

After the assessment, the assessor will provide information about the candidate's skills and knowledge that have been recognised and whether the candidate has gained RPL. If the candidate has any skill gaps, the assessor will discuss with the candidate and address the training options to complete their qualification.

To be able to grant RPL, the assessor must be confident that the applicant is currently competent against all elements of competency within this unit and must ensure that submitted evidence meets the Rules of Evidence.

### **Rules of Evidence**

#### **Validity**

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

#### **Sufficiency**

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

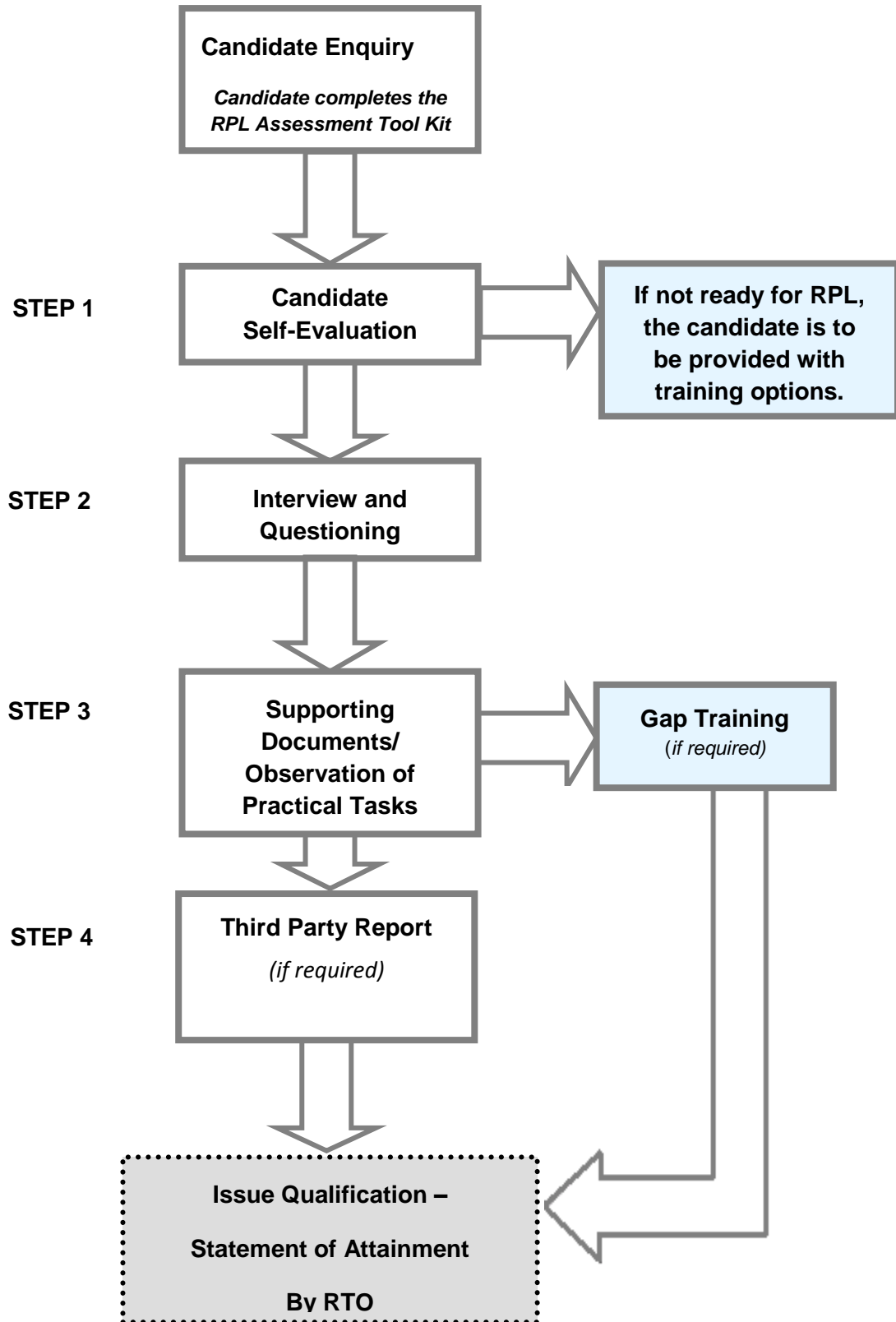
#### **Authenticity**

The assessor is assured that the evidence presented for assessment is the learner's own work.

#### **Currency**

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

## Overview of the RPL Process



## Modification History

<b>Version No.</b>	<b>Creation / Amendment Date</b>	<b>Nature of Amendment</b>	<b>Approved by and Date</b>
Version 1.0	August 2012	Procedure developed	
Version 2.0	July 2016	Included policy information	
Version 2.1	August 2018	Included requirement to conduct prior to commencement of program, overview flowchart and Rules of Evidence. Added approval column to Modification History. Deanna Ward.	Ross Sampson 22/8/2018