Recognition of Prior Learning (RPL)

Last updated :	**CEO Approval:**
1 December 2015	**Lisa Materano (original signed)**

This policy covers standards 1.8

This policy commences from Version 2.0 from 1 December 2015

Purpose/Aim:

Recognition of Knowledge and Skills / Recognition of Prior Learning (RPL) is the recognition of competencies acquired and held through prior learning, formal training, work experience or life experience. It is the equivalent to assessment against a unit of competency. The purpose of this policy and procedure is to ensure every student is informed and given the opportunity to apply for RPL. RPL assessment will be implemented in accordance with the requirements of the relevant IBSA Training Package, and is conducted in accordance with the principles of assessment and the rules of evidence. Where relevant to the student, RPL will also be implemented to meet workplace and regulatory requirements.
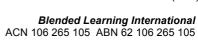
This policy should be read in conjunction with the requirement of the policy on mutual recognition.

Scope:

- Students
- Trainers / Facilitators
- CEO and Directors
- Administration Officers

Version : 2.0   Not controlled if printed.   Page 1 of 4

Last Update : 1 December 2015   Filename : *Ver 2.0_Policy_ Recognition of* Prior Learning.doc
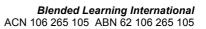
Policy and Procedure

1. Blended Learning International recognises that learning can occur through formal or informal training, through work or through life experience. Blended Learning International formally recognises this learning through a process called Recognition of Prior Learning

2. The RPL application process will be provided to all potential students. Each prospective student will be provided with details about the Blended Learning International RPL process.

3. RPL processes meet the principles of assessment and rules of evidence and are subject to Blended Learning International moderation and validation processes.

4. Blended Learning International will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. Candidates may apply for RPL by supplying evidence of:

   • Previous recognised training undertaken, including certificates obtained from other RTOs
   • Work and life experiences
   • Non-formally recognised training undertaken.

5. RPL assessments and outcomes will be recorded and relevant qualifications/Statements of Attainment will be issued where applicable and in accordance with BLIs issuing policy and procedures.

6. RPL candidates may appeal an RPL assessment decision in accordance with Blended Learning International's assessment appeal mechanisms. Appeals are conducted in accordance with Blended Learning International's complaints and appeals policy and procedures

Version : 2.0   Not controlled if printed.   Page 2 of 4

Last Update : 1 December 2015   Filename : *Ver 2.0_Policy_Recognition of* Prior Learning.doc

RPL PROCESS

1. Potential students complete the Blended Learning International application form.

2. If potential students intend to apply for RPL only, then the RPL Form is to be completed as well. Gap training required will incur additional fees. Fees are available from the Blended Learning International administration staff

3. For potential students that wish to complete RPL as part of their program then the standard course fee is applicable. There is no requirement to complete the RPL Form, as this is for potential students only wishing to apply for RPL.

4. In both of the cases as outlined in points 2 and 3 above in this RPL Process, the potential student is asked to compile a portfolio of evidence and an interview with a qualified assessor is arranged.

5. Assessor conducts an interview with the candidate, and records the outcomes from this interview. The RPL tool is use for this interview.

6. Assessor conducts skills and knowledge assessments against the requirements of the relevant qualification utilising course assessment tools as required to confirm candidates' skills/knowledge claims.

7. Feedback on assessment to date is provided to the RPL student. The RPL student is given opportunity to provide additional evidence to fill any identified gaps where current evidence does not meet principles of assessment and rules of evidence.

8. Any further evidence is taken into consideration and the final assessment outcome is determined.

9. The RPL student is given verbal advice as to their assessment outcome. This is followed up with written advice within 5 working days of final assessment decision being made.

10. Written advice to the RPL student includes copies of any qualifications/statement of attainment achieved via the assessment process, reasons for the decision where the RPL student is deemed not yet competent and the process to appeal the assessment decision if they so wish.

11. The assessment outcome is recorded in the candidates' file and student management database.

Version : 2.0   Not controlled if printed.   Page 4 of 4

Last Update : 1 December 2015   Filename : *Ver 2.0_Policy_Recognition of* Prior Learning.doc