



Global Business College of Australia Pty Ltd

trading as

Global Business College of Australia (GBCA)

Recognition of Prior Learning (RPL)

Policy & Procedure 2

337-339 La Trobe Street, Melbourne VIC 3000

## DOCUMENT CONTROL

<b>Department</b>	GBCA Training & Learning		<b>Author(s)</b>	RTO Training & Learning	
<b>Quality Controlled Policy No. &amp; Title</b>	2	Recognition of Prior Learning Policy and Procedure	<b>Approved</b>	RTO Compliance	
<b>Version</b>	Version no 1.0 December 23, 2015		<b>Authorised</b>	College Manager	
<b>Standards</b>	Standards for Registered Training Organisations (RTOs) 2015 – Standard Clause 3		<b>Distribution</b>	Internal	RTO Manager RTO Staff RTO Candidates
	National code Part D - Standard 12			External	GBCA Students

## REVISION RECORD

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
December 23, 2015	1.0	GBCA creates policies and procedures against Standards for Registered Training Organisations (RTOs) 2015 and The National Code 2007. This policy is created to reflect current practices in development of Recognition of Prior Learning.

## **1.0 Purpose**

- 1.1 The purpose of this procedure is to outline the procedures for recognition of prior learning.

## **2.0 Definition**

- 2.1 Recognition of Prior learning (RPL) is a form of assessment of the competence of a person. Prior Learning is knowledge, skills or competencies that students have already acquired. If students think they are eligible for Recognition of Prior Learning ("RPL"), then they need to discuss this with an appropriate member of staff. They will be required to complete an application for RPL form along with the supplementary Form for each RPL application. There is a fee charged for processing RPL applications. There is no guarantee that the RPL will be approved.

## **3.0 Requirements**

- 3.1 Information about recognition of prior learning is actively promoted and accessible to students via the application for enrolment form and student handbook.
- 3.2 Students must give notice that they are seeking RPL at the time of enrolment.
- 3.3 Processing of application must be completed prior to course commencement
- 3.4 Recognition of prior learning assessment is conducted according to the requirements of the relevant Training package, principles of assessment and the rules of evidence.
- 3.5 Recognition of prior learning process are timely, transparent and fair.
- 3.6 Students enrolled in the recognition of prior learning process have opportunity to evaluate the process and service provided.
- 3.7 Recognition of prior learning assessment tools is validated according to the validation schedule.

## **4.0 Process for application of RPL:**

- 4.1 Applicant are required to complete the Student Application form (Form SR008) and the Recognition of Prior Learning Form (Form SA009a). Student Recruitment Manager who works with marketing agent will pass student details to Student Admin team.
- 4.2 The Recognition of Prior Learning Form (Form SA009a) has several questions designed to identify possible RPL candidates. Where the application indicates a student may be suitable for RPL, the application form will be passed to the Training manager to arrange an appointment with the RPL candidate.

At the initial meeting, the Training manager will explain the RPL process, assessment and evidence requirements, grievances mechanism and relevant RPL assessment fee. The candidate will receive the RPL kit - Student version to prepare the portfolio of evidence.

- 4.3 Upon receiving the portfolio of evidence submitted by the candidate, Training manager will allocate the case to the RPL assessor. (In some case, the Training manager will be the RPL assessor if applicable).
- 4.4 The RPL assessor will evaluate the evidence submitted against the unit requirements. Where the gap is identified between the evidence submitted and unit requirements, the RPL assessor will schedule a meeting with the candidate to discuss rectification solutions. Rectification solutions may be one or all of the following methods:
- Candidate to submit extra evidence
  - Challenge test the candidate using verbal questioning, written questioning and/or practical tasks.
- 4.5 Candidate is supported by the RPL assessor throughout the evidence collection process to optimise successful completion of the RPL assessment process and ensure that all evidence collected are valid, sufficient, current and authentic. Further interview may be required depending on the quality of evidence. The RPL assessor may visit the candidate at their place of employment and where required, conduct observational assessments on required skills.
- 4.6 Evidence is evaluated based on the fact that is valid (covers all requirements of the unit), sufficient (enables the assessor to make decision about competent over time and in different situations), current (competent performance in contemporaneous) and genuine (student's own work).
- RPL assessor may use the evidence review matrix to validate the collected evidence against the unit requirements.
- 4.7 Feedback is provided to students both formally and informally throughout the RPL assessment process. Students are encouraged to seek additional feedback if they are unsure of the RPL requirements or disagree with the assessor's decision. Students unsatisfied with the assessment decisions are encouraged to follow the College's Complaints and Appeals Process.
- 4.8 RPL assessment tools are subjected to the same validation policy and validation schedule of the college.
- 4.9 All assessment kit and evidence will be filed in student file and digital copy is stored. Upon completion and checking by Student Admin team, RPL results will be recorded in Wisenet by the student admin team. Students will be formally notified by email about their RPL results. Student Admin team will issue Statement of Attainment for the relevant units.
- 4.10 RPL Assessor to manage whole RPL assessment process using the relevant RPL Assessment tools. RPL Assessor is responsible for the following:
- a. Assessment of RPL applications submitted to GBCA
  - b. Manage the whole RPL assessment process and contact the applicant directly during the RPL process.
  - c. Review and map the student's prior education and work experience with the units of the relevant qualification offered by GBCA and provide gap assessment

- d. Conduct interviews and checks with RPL applicants necessary for the assessment of the RPL
- e. Provide GBCA an extensive report on each RPL assessments conducted and its outcome and reasoning
- f. Complete and sign on the RPL assessment as agreed
- g. Submit all signed documents and evidence to Student Admin Team and Training department

**Relevant files**

Student Application Form (Form SR008)

RPL Student Kit FNS30315 (Doc. 3a)

RPL Assessor Kit FNS30315 (Doc. 3b)

RPL Student Kit FNS40215 (Doc. 4a)

RPL Assessor Kit FNS40215 (Doc. 4b)

Recognition of prior learning feedback form (Form SA008)

Recognition of prior learning information kit (Form SA009)

### GBCA Recognition of Prior Learning (RPL) Flow Chart

