

# Recognition of Prior Learning Procedure

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## 1. Associated Policy

The *Recognition of Prior Learning Procedure* has been developed in conjunction with the *Assessment Policy*.

## 2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- all training products on the Canberra Institute of Technology (CIT) scope of registration unless recognition of prior learning (RPL) is prevented by the requirements of nationally accredited training, licensing or other regulations
- all staff involved in undertaking, managing or overseeing assessment, including the processing of competency/s by RPL
- all staff seeking RPL for a training product on CIT scope of registration except where the staff seek RPL for a unit of competency or qualification in the portfolio of the College in which they work (refer: ***Staff Studying at CIT Policy***).

This procedure is to be read in conjunction with the external legislation and internal policies and procedures listed below. In the event of any conflict, external regulations take precedence over this policy and the associated procedure.

## 3. Procedures

RPL will be offered to all prospective and enrolled students.

Qualifications from non-Australian education institutions may be used to support RPL evidence.

Evidence to support any RPL application must be current. Currency may be determined by industry regulations. Where industry regulations do not apply CIT will consider all evidence presented, however, where the evidence is more than five years old, additional evidence is to be provided to support currency of skills and knowledge. Applicants must be admitted to a course at CIT to apply for RPL.

Applicants can seek assistance from CIT Student Services to make an application for RPL.

Limits may apply to the amount of RPL available for some courses enrolling Australian Apprentices (apprentices and trainees) and Skilled Capital students.

Fees for RPL will be the same as course registration fees, and fee concessions may apply.

### 3.1 RPL Preparation

Step	Action	Responsibility
1	Communicate information about the RPL process to prospective students using print and web-based material.	Teaching team – Course booklet

Step	Action	Responsibility
		Marketing – Student Handbook CIT website
2	Advise students of the availability of RPL, through the application and enrolment process and during Information/Enrolment sessions.	Education/Enrolment Officers College Administrative staff
3	Prepare RPL unit assessment tools for qualifications using the CIT templates and process. <i>Note: The RPL unit assessment tools may already be written or can be compiled as needed.</i>	Educators

### 3.2 RPL Application

Applications for RPL may be made by:

- lodging a Recognition of Prior Learning Expression of Interest form
- contacting CIT Student Services
- attending a course specific information or enrolment session.

Step	Action	Responsibility
1	<p><b>A. Application for entry to and enrolment in a course</b> Where the applicant expresses an intention to apply for RPL, at application or enrolment, this is communicated to the teaching team and the nominated RPL assessor.</p> <p><b>B. At Induction or after coursework has commenced</b> Refer the applicant/student to the nominated RPL Assessor.</p> <p><b>C. If the inquiry for RPL is as a result of a direct enquiry (e.g. from industry, member of the public or using a Skills Recognition Request for RPL form)</b> Identify the relevant teaching team and communicate the interest to the relevant Head of Department or RPL Assessor (if known).</p>	<p>Student Services</p> <p>Educators</p> <p>Student Services College Administrators</p>
2	<p>Contact RPL candidate and conduct an initial discussion either by phone or in person (one hour maximum). The discussion, led by the RPL Assessor will include the following:</p> <ul style="list-style-type: none"> <li>• the candidate's experience and skills relevant to the qualification</li> <li>• the RPL process</li> </ul>	RPL Assessor

Step	Action	Responsibility
	<ul style="list-style-type: none"> <li>information and guidance about the evidence required</li> <li>the selection of appropriate units of competency based on the applicant's skills and knowledge.</li> </ul> <p><i>Note: elective units can be selected, however must follow the packaging rules of the nationally accredited training and the availability of a qualified assessor at CIT.</i></p> <p>Where the candidate is deemed not a suitable applicant for RPL, provide advice on other pathways, such as enrolling in the qualification to complete relevant units.</p> <p>Where the candidate confirms they intend to proceed with RPL, direct them to the form on the CIT website.</p>	
3	Submit a Skills Recognition Request for RPL form to Student Services.	Applicant
4	<p>If the candidate has submitted an RPL application:</p> <ul style="list-style-type: none"> <li>check the Skills Recognition Request for RPL form is correctly completed</li> <li>admit candidate into the course if not already attached</li> <li>check SMS - student not enrolled – No positive grade in UOC – No WL in UOC</li> <li>check CIT Transcript</li> <li>create Customer Relations Management (CRM) and assign to Skills Recognition Processing Team (SRPT)</li> <li>invoice for units of competency.</li> </ul>	Student Services
5	<p>Register RPL application:</p> <ul style="list-style-type: none"> <li>check for payment</li> <li>enter WL on student record</li> <li>forward application to teaching area.</li> </ul> <p>Monitor timeframe to ensure application is completed within 14 weeks from date of payment (this includes results being entered onto the Student Information Management system (SMS Banner)).</p>	Skills Recognition Processing Team

### 3.3 RPL Assessment

Step	Action	Responsibility
1	Contact applicant and advise the RPL process has commenced. Arrange and conduct first meeting with candidate to commence the RPL process and establish a timeline for completing the RPL within a maximum period of 10 teaching weeks.	College Administration Staff RPL Assessor



Step	Action	Responsibility
	<p>Authenticate any third-party documentation by reviewing:</p> <ul style="list-style-type: none"> <li>• the document has been printed on the letterhead of the issuing RTO authorised issuing organisation including name, RTO number, logo</li> <li>• name of document e.g. Statement of Results</li> <li>• student's full name e.g. Jane Smit</li> <li>• qualification code/qualification full name</li> <li>• year of each unit enrolment</li> <li>• unit code/unit full name</li> <li>• result for each unit</li> <li>• legend showing meaning of result codes</li> <li>• date the record was issued</li> <li>• identity of the authorised person in the issuing organisation</li> <li>• issuing organisations seal or other forms of protection such as the use of polymer paper, watermarks, document numbers</li> <li>• contacting the issuing body where required.</li> </ul> <p><i>Note: contact the Student Services Recognition Leader where support is required to authenticate documentation.</i></p>	
2	<p>Follow the agreed timelines (<b>Refer: Appendix – Skills Recognition RPL Flowchart</b>) to progress RPL including liaising with a nominated third party where the assessment design requires.</p>	RPL Assessor
3	<p>Review all evidence and conduct assessment in accordance with the timelines agreed with the candidate.</p> <p>Meet with the candidate during the assessment process to provide the candidate with opportunities to gather further evidence and provide relevant context to the evidence already provided.</p> <p>Follow the RPL assessment methods and use the RPL unit assessment tools, or if an assessment tool is not available, design a recognition of prior learning assessment tool to ensure the evidence presented meets all the unit of competency requirements.</p> <p>Refer: <b>Assessment Policy and Assessment Procedure</b></p>	RPL Assessor
4	<p>Determine competency and record the assessment outcome on the RPL application form.</p> <p>Notify College Administrative staff by email of the RPL outcome.</p>	RPL Assessor

Step	Action	Responsibility
	Ensure all evidence and documentation is saved in the appropriate SharePoint folders ahead of Head of Department approval.	
5	Advise the Head of Department that the application is ready for review and approval.  Obtain College Director signature if a Fee Waiver is required.	College Administration Staff
6	<b>Candidate Feedback</b> Notify candidate of the RPL outcome and provide feedback.  If the application is unsuccessful: <ul style="list-style-type: none"> <li>• record a “Not Granted” outcome against the unit</li> <li>• negotiate with the candidate to undertake training in the identified unit/s or 'gap' training to meet the requirements of the units of competency</li> <li>• advise the candidate that they may appeal the outcome of the RPL assessment.</li> </ul>	RPL Assessor
7	Notify SRPT via CRM after completed RPL documentation has been saved to SharePoint.	College Administrators
8	Record RPL as Granted or Not Granted in the Student Information Management system.  Notify student via CRM of finalisation of RPL application.	Skills Recognition Processing Team

## 4. Supporting Documents

### 4.1 Legislation/Regulation

- [Standards for RTOs 2015](#)

### 4.2 Policy and Procedures

- [Academic Appeals Policy](#)
- [Academic Integrity and Misconduct Policy](#)
- [Assessment Policy](#)
- [Assessment Procedure](#)
- [Admission and Enrolment Policy](#)
- [Staff Studying at CIT Policy](#)

### 4.3 Documents

- [RPL Expression of Interest](#)

- [Skills Recognition Request for RPL form](#)
- Interview Assessment Cover Sheet & Template
- Observation Practical Assessment Cover Sheet & Template
- Portfolio Assessment Cover Sheet & Template
- Third Party Evidence Report Template
- Written Assessment Cover Sheet and Template
- <https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf>
- Skills Recognition RPL Flowchart

## 5. Definitions

All terminology used in this policy is consistent with definitions in the CIT Definition of Terms. Specific terms referred to in this procedure are:

Formal learning	Learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
Informal learning	Learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).
Non-formal learning	Learning that takes place through a structured program of instruction, but it does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development courses conducted by a business).
Training product	Vocational Education and Training (VET) is made up of different training products that are recognised across Australia.  The products include qualifications, units of competency, skill sets or accredited courses that are developed via industry training packages or nationally accredited training.
Unit Assessment Tools	Means the forms/templates including Educator/Teacher guides, mapping, assessment instruments (where required), check lists.