



4.9 Recognition of Prior Learning Policy

RPL is the process of equating an individual's prior learning to the learning outcomes/units of competence offered by a training Organisation and is available to all individuals enrolled.

HLLC recognises that students may previously have attained competence for elements of study undertaken at the Centre. The learning may have been gained through:

- Life experiences
- Formal training or education
- Work experiences
- a combination of these

Mutual Recognition

HLLC recognises the assessment decisions of, and Statements of Attainment and Qualifications issued by another R.T.O.

Individuals who are granted RPL will be issued with the relevant qualification as appropriate.

There will be two types of applications:

- (a) Standard exemptions/ credit transfers for previous formally recognised training
- (b) Recognition of work and life experiences, including non formally recognised training

Charges levied for (b) application will include an administration fee and an assessment fee to be paid by the student. The fee will be \$50 for the first Unit and then \$10 for each subsequent Unit.

RPL will be granted for:

- Modules where it can be substantiated that the applicant has received the key learning outcomes/units of competence
- Whole modules/units only unless flexible delivery of individual learning outcomes within the module/unit is available

Procedure

Students may apply for Recognition of Prior Learning when:

- They are enrolled in a course or subject
- They are studying an accredited course that is competency based
- They believe they are able to demonstrate competence in all of the learning outcomes before studying the module.

The application and assessment procedures shall at all times follow the RPL Principles of:

- Competence
- Commitment
- Access
- Fairness
- Support

The following shall apply:

- All potential students will be informed about R.P.L. at enrolment
- A copy of the learning outcomes for all modules will be made available to students
- The Program Coordinator, on request, will give students an application form, information about the process and information about assistance available with preparing an application
- All assessments will be arranged and facilitated by a qualified R.P.L. assessor who must hold a current Cert. IV in Workplace Assessor & Trainer and have relevant industry experience
- Students will need to fill out an application form prior to being granted an interview
- Applicants shall be assessed by a suitably qualified RPL assessor.
- The applicant may be asked to produce further evidence to support their application
- If the result is pending, the applicant may be asked to return when they have completed a set task, to verify or produce new evidence
- The applicant will be notified in writing of the result
- If a student is successful in gaining RPL, the amount of time represented by the modules will be deducted from their course. The module will be credited to a certificate without notation and will be denoted on a Statement of Attainment
- Applicants may appeal a decision. Appeals should be lodged with the Program Coordinator
- The Program Coordinator will be responsible for overseeing the RPL process.

SUPPORTING DOCUMENTS

Z:\POLICY AND PROCEDURE MANUAL\RPL Forms