

# RECOGNITION OF PRIOR LEARNING (RPL) PROCEDURE

## PURPOSE

The purpose of this procedure is to outline the steps assessors and students should take to go through an RPL process. Australasian Lawcare Aged Care College has implemented a process that has been structured to minimize the time and cost to applicants and provides a supportive approach to students wishing to take up this option.

## DEFINITIONS

### Recognition of Prior Learning

Recognition of Prior Learning is the formal process by which the skills and knowledge gained through work and life experience and outside formal training arrangements are formally recognised.

This process allows competency to be determined without the student being required to complete formal assessment tasks. When recognition is gained for a unit this means the student is not required to complete it as part of their course and the student is deemed to be at an equivalent competency level.

## PROCEDURE

### 1. WORKPLACE RPL

This applies where a student is currently working within the industry and is able to be assessed on the job performing their practical skills.

	Action	Details	Responsibility
1.1	Student identifies themselves as wishing to seek RPL.	a) A student may identify themselves as a potential RPL candidate at any stage of the enquiry or enrolment process. b) A student should apply for RPL prior to commencing any training in a unit of study and preferably at the commencement of a qualification.	Student
1.2	Send the student an RPL kit and notification of their Assessor.	a) Send the student an RPL Kit. This includes: <ul style="list-style-type: none"> <li>• Candidate Application Kit including               <ul style="list-style-type: none"> <li>a. Candidate Information</li> <li>b. Self Assessment Checklist &amp; Evidence plan</li> <li>c. RPL Application Form</li> </ul> </li> <li>• Notification of Assessor</li> </ul> b) At this stage, an Assessor will be assigned to the student to assist them through all stages of their course – including RPL and any gap training that may be required.	Administration Officer
1.3	Complete initial self	The student completes an initial self assessment	Student

# RECOGNITION OF PRIOR LEARNING (RPL) PROCEDURE

	Action	Details	Responsibility
	assessment.	against the units in the qualification they are seeking to undertake, rating themselves on their ability to perform competently against the requirements of each unit of competency.	
1.4	Decide whether RPL is appropriate.	<p>a) Where the Self Assessment checklist identifies that the student may be suitable for RPL for any or all of the units within a course, the student proceeds with the following steps from 1.5.</p> <p>b) Where the Self Assessment Checklist identifies that the student is not able to demonstrate competence against all performance criteria of at least 1 unit of competency, the student is considered an unsuitable candidate for the RPL process. The student should continue in their training course or discuss their application with their Trainer/Assessor.</p>	Student
1.5	Prepare RPL documents and list of evidence for first RPL interview.	<p>a) The student goes onto develop a preliminary Evidence Plan for the units suitable for RPL and completes the Qualification Summary in the Application kit.</p> <p>b) The student sends in their Application which includes:</p> <ul style="list-style-type: none"> <li>a. the Qualification Summary</li> <li>b. Self Assessment &amp; Evidence Plan</li> <li>c. RPL Application Form</li> <li>d. Evidence for RPL Application Documents</li> </ul> <p>c) The application form must include at least two professional referees who are able to provide third party verification of the student's skills and work history.</p>	Student
1.6	The assessor reviews the application	<p>a) Once received, the assessor reviews the application to determine whether the evidence provided by the candidate demonstrates suitability for RPL for the units applied for.</p> <p>b) If suitable, the Assessor contacts the candidate to make arrangement for first interview.</p> <p>c) The assessor may request further information from the candidate at this stage.</p>	Assessor



# RECOGNITION OF PRIOR LEARNING (RPL) PROCEDURE

	Action	Details	Responsibility
1.7	Conduct initial interview.	<p>a) At the initial interview, the assessor will review the information supplied by the student for each unit of competency.</p> <p>b) The assessor will use the interview as a time to make a preliminary judgment about the student's skills and knowledge against each unit. The assessor will ask a range of questions to identify the student's broad level of competency. This interview is called the 'Competency Conversation' and findings and observations are recorded in the Assessment Logbook.</p>	Assessor
1.8	Decide which units are suitable to be assessed through RPL and develop an evidence plan.	<p>a) At the end or during the Competency Conversation, the assessor and student will make a decision about which units will be suitable for RPL.</p> <p>b) The assessor and student will further develop the evidence plan to determine which documents the student is required to provide as RPL evidence.</p> <p>c) The student completes an Enrolment Form at this stage if continuing with RPL process.</p>	Assessor and student
1.9	Conduct interviews with professional referees.	<p>a) The assessor contacts the professional referees to conduct interviews to confirm the candidate's skills, knowledge and practical skills.</p> <p>b) Records of the conversations are kept in the Assessment Logbook.</p>	Assessor
1.10	Prepare for second interview and practical assessment of skills.	<p>a) The assessor notifies the student of any additional evidence that might be required as a result of the referee discussions.</p> <p>b) The assessor makes a time with the student for assessment of practical skills.</p>	Assessor and Student
1.11	Gather additional evidence.	Gather the evidence documents as agreed to in the plan, prior to the practical assessment visit.	Student
1.12	Conduct practical assessment.	<p>a) Review the evidence provided by the student. This evidence will be used to form part of the competency decision.</p> <p>b) Observe the student's on-the-job performance and collect the evidentiary documents. Observations and findings are to be recorded in the Assessment Logbook.</p> <p>c) Ask any further questions required to determine competence. A further interview/ assessment meeting may be required.</p> <p>d) Make a decision about whether RPL will be granted for each unit.</p>	Assessor

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	Action	Details	Responsibility
1.13	Make arrangements for training and assessing skills and knowledge gaps.	If gaps in skills and knowledge are identified and/or RPL is not granted, the assessor will work with the student to arrange a suitable training plan.	Student and Assessor
1.14	Send records of assessment to administration office.	Sends records of interviews and assessment to administration office after each visit throughout this RPL process.	Assessor

## 1. RPL WITH NO WORKPLACE ASSESSMENT

This applies where a student is not currently working in the industry in which they seek RPL and so is unable to demonstrate their practical skills to an assessor. The RPL will rely on the confirmation from a number of third party persons.

	Action	Details	Responsibility
2.1	Complete steps 1.1 – 1.8 from point 1 above.	Complete RPL steps 1.1 – 1.8 as above.	Student and Assessor
2.2	Find a suitable third party person.	<p>a) The student must source a third party person who can verify their competency in the workplace and confirm the essential skills and knowledge required by each unit.</p> <p>b) The third party person must be someone who:</p> <ul style="list-style-type: none"> <li>• Has worked in a supervisory role to the student.</li> <li>• Has competencies at least to the level of the qualification the student is seeking or the ability to demonstrate an extensive working history in a directly related role.</li> </ul>	Student
2.3	Complete Third Party Verification Report	Complete report that verifies the student's skills, knowledge and performance against the units the student is applying for RPL for.	Third Party Person
2.4	Conduct interviews with professional referees.	<p>a) The assessor contacts two <u>additional*</u> professional referees to conduct interviews to confirm the candidate's skills, knowledge and practical skills. (<u>Additional*</u> to the third party person – total of 3 professional referees to be provided)</p> <p>b) Records of the conversations are kept in the Assessment Logbook.</p>	Assessor
2.5	Prepare for second interview.	<p>a) The assessor notifies the student of any additional evidence that might be required as a result of the referee discussions.</p> <p>b) The assessor makes a time with the student for the</p>	Assessor and Student

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	Action	Details	Responsibility
		second interview.	
2.6	Gather evidence.	a) Prior to the second interview, ensure: <ul style="list-style-type: none"> <li>• The evidence documents as agreed to in the plan are ready for collection.</li> <li>• The third party person has completed their report and it is available for the assessor.</li> </ul>	Student
2.7	Conduct further interview/ assessment.	a) Review the evidence from the student. This evidence will form part of the competency decision. b) Ask further questions required to determine competence. There may be additional questions the assessor has from conversations with third party persons. e) Record summary of questioning and answers and record observations and findings in the Assessment Logbook. f) Further assessments/ interview times may be required. c) Make a decision about whether RPL will be granted for each unit.	Assessor
2.8	Conduct follow up assessment visits if required.	a) Subsequent assessment visits may be required. This is at the discretion of the assessor but may incur additional costs to the student depending on the quote provided for the RPL process..	Assessor
2.9	Make arrangements for training and assessing skill and knowledge gaps.	If any gaps in skills or knowledge are identified and/or RPL is not granted, the assessor will work with the student to arrange a suitable training plan.	Student and Assessor
2.10	Send records of assessment to administration office.	Send records of interviews and assessment to administration office after each visit throughout this RPL process.	Assessor

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