



TYPE OF DOCUMENT:	POLICY
TITLE:	RPL – RECOGNITION OF PRIOR LEARNING
DOCUMENT NUMBER:	POL34
VERSION NUMBER	2.0

POLICY STATEMENT

Perth Boat School is committed to providing fair and equitable processes for Recognition of Prior Learning options to all students or potential students.

Perth Boat School will ensure that:

- * it implements and maintains policies and procedures for Recognition of Prior Learning;
- * that Recognition of Prior Learning is offered to all students on enrolment and that Recognition of Prior Learning processes are structured to minimize the time and cost to applicants;
- * it provides adequate information and support to applicants to gather reliable evidence to support their claim, and
- * all Recognition of Prior Learning applicants are processed in accordance with the Assessment Policy.

RPL - RECOGNITION OF PRIOR LEARNING

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to offer all students on enrolment the option of Recognition for prior learning processes. Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

Recognition for prior learning is an essential component of competency based training. It focuses on recognising the previous training and or experience of people against the current competency standards of a course that Perth Boat School is registered to deliver.

2.0 POLICY PRINCIPLES :

2.1 Principles

- RPL is an alternative pathway to a qualification and/or Statement of Attainment.
- RPL processes shall be valid, reliable, flexible and fair.



- Perth Boat School's RPL process is in accordance with, and meets the quality standards specified in the "Skills Recognition Framework for Vocational Education and Training in Western Australia", (October 2002); "Recognition of Prior Learning (Skills Recognition) an assessment resource for VET practitioners (May 2005) documents produced by the Department of Training in Western Australia. As well as "An information resource for RTO staff – Recognition of Prior Learning Your first step..." a DEST publication.
- All students may apply for formal recognition of existing competencies against a course that Perth Boat School is registered to deliver.
- RPL is made available to any person commencing a course with Perth Boat School.
- The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors.
- Competency may be derived from many sources:
 - Work experiences
 - Life experience
 - Training programs offered by industry, private or community based providers which may or may not have been formally recognised
 - Training programs undertaken overseas (which may or may not be accredited in that country)
 - Informal learning programs
- If a student has undertaken other training which they believe covers one or more of the units/s comprising the relevant course and /or has developed skills, knowledge and competence through workplace experience, the candidate may wish to apply to Perth Boat School for RPL for those units/ modules.
- The cost of RPL application is the same as the normal course fee.
- The minimum acceptable claim for RPL is a Unit of competency.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F34_01 RPL Application Form
- F34_02 RPL Student information
- F34_03 RPL tool template
- F34_04 RPL Student progress form
- F34_05 RPL testimonial template
- RPL Register /Spreadsheet



4.0 PROCEDURES :

RPL – RECOGNITION OF PRIOR LEARNING

34-01

Step One –RPL Resources developed

- 1 The Director Perth Boat School is responsible for ensuring that resources for training courses, including RPL, are in compliance with the requirements of the Training Package.
- 2 See Development of Training and assessment strategies and resources Policy and procedures.

Step Two – Provision of notification to students regarding RPL

- 1 Prior to enrolment on a course, each potential student is provided with course information, including information relating to RPL availability and processes.

Step Three – Initial enquiry, support and Applicant briefing session

- 1 A student makes an enquiry regarding RPL.
- 2 Director Perth Boat School will meet with the individual, providing information to the individual who is considering RPL. This includes:
 - clarify the expectations of the student and the process,
 - identify specific standards or learning outcomes which apply
 - and provide guidance to the individual.
- 3 Following the initial discussion, the individual will be asked to identify those units for which they believe they may be eligible to receive RPL.
- 4 The student is supplied with the relevant RPL documentation, including information and materials to assist them in compiling their portfolio of evidence, or assignments, plus the relevant competency standards.
- 5 The Director Perth Boat School will generate a RPL student file.

Step Four – Application Stage

- 1 If the student is progressing RPL through portfolio of evidence - The student documents and provides proof of their claims in a portfolio of evidence. The level of detail should be sufficient to allow the assessor to reach a decision. All elements of competence or learning outcomes for the specific competency or modules must be addressed in the application.
 - 1.1 The student must link the evidence to the relevant learning outcomes/elements of the unit being claimed.
 - 1.2 The student will have access to an assessor who can give them guidance throughout their evidence gathering process.
 - 1.3 A portfolio of evidence may include:
 - o The candidates curriculum vitae
 - o Certificates of qualifications and /or courses completed together with course outlines, trainer details, assessment details, samples of assignment work



- o Testimonials and /or client satisfaction survey
 - o Video evidence
 - o Workplace documentation (evidence of relevant work) or projects or reports
 - o Supervisor and/or peer reports
 - o Records of work
- 2 If the student is progressing RPL through completion of assignments, the student completes the assessments.
 - 3 The student submits their evidence or assignments for assessment.

Step Five – Assessment Stage

- 1 The assessor will assess the information provided by the student and makes assessment decision as to whether RPL will be granted.
 - 1.1 The portfolio of evidence will be assessed by a qualified workplace assessor with expertise in the subject area or a qualified workplace assessor in consultation with a person with expertise in the subject area.
 - 1.2 All evidence will be judged against whether it meets all:
 - performance criteria;
 - the rules of evidence;
 - the principles of assessment;
 - the dimensions of competency; and
 - the key competencies
- 2 The student will be invited to attend an interview with the assessor where the student may be required to:
 - o Answer questions in relation to their competence
 - o Discuss a case study; undertake a role play provide a demonstration or simulation of workplace performance; or
 - o Undertake other tasks as appropriate to the unit being assessed

Step Six – Post Assessment Guidance Stage

- 1 The student will be advised within two weeks of the interview, as to the result of the RPL application.
- 2 If the application is unsuccessful, the student will be advised of the areas in which they need to develop further competence. This may include:
 - o The scheduling of another meeting for the presentation and assessment of further evidence; or
 - o The student opting not to continue with the RPL process; or
 - o The student lodging an appeal against the assessment decision.
- 3 This stage will also allow feedback on the RPL process so it can be continually fine-tuned to be both effective and cost efficient.



Step Seven – Assessment Evaluation

- 1 The student and assessor are asked to complete an evaluation form, providing feedback on the RPL process, tools, and judgments.
- 2 See Evaluation and Feedback policy and procedures.

Step Eight – Issuing of Certification Documents

- 1 The results will be maintained on the student file and electronic records.
- 2 See Issuing Certification procedures.

Step Nine – Appeals

- 1 Should the student be dissatisfied with any part of the assessment process they have the right to appeal the decision.
- 2 Refer to the Appeals Policy and Procedures.

Step Ten – Record-keeping

- 1 Perth Boat School maintains a record keeping system for information on assessment outcomes on the student management system.