

RPL Policy And Procedure

Organisation Definition:

Cairns Beauty Academy Pty Ltd trades as International College of Queensland.

Regulation and Standards

National Code 2018, Standard 2

National Standards for Registered Training Organisations (RTO) 2015, Standard 1.12

Policy

Definition

Recognition of Prior Learning (RPL) is another form of assessment of a learner's competence. RPL uses evidence from formal, non-formal and informal learning, rather than from a specific assessment activity.

RPL means getting recognition for what a student knows - no matter where or how the student has learnt it - if the student's knowledge and skills are of the same standard as required in the vocational course.

RPL will allow a student to:

- progress through the course at a faster rate where possible
- do only new work (and not repeat the work in which the student is already competent)
- have their knowledge and skill level formally recognised

What learning might count towards RPL?

Knowledge and skills learnt in:

- other subjects
- work experience or industry placement
- a part-time job or unpaid work

In what parts of the course does RPL Apply?

RPL can only be granted for the vocational training competencies or learning outcomes in the course you are studying. (These are the job-related knowledge and skill areas of the course.)

Each vocational training program has a number of learning outcomes or units of competency. A student can apply for RPL in either an entire training program or in individual learning outcomes.

To apply for RPL:

Students are advised to ask for specific information about the learning outcomes of competencies of the training program.

A student is required to complete the *RPL Application Form* (available on the ICQ website) in detail (and attach all relevant evidence) which may include a resumé stating the duties of each of their jobs and letters of reference from previous employers which state the duties they undertook.

The applicant will be required to attend an interview, or do a practical task, or provide more information, in order to assess their competence in each unit.

Applications for RPL must be submitted **prior** to the commencement of the applicable course. RPL will **not** be approved once a course has been completed.

Successful RPL may result in a reduction in study time but this cannot be guaranteed due to each specific course design and clustering of units offered. Regardless, international students are required to maintain a 20 hour per week study program.

How Does RPL Assessment Work?

An assessor (usually the course trainer) will look through the RPL application. The assessor will look at the evidence that has been provided in the application (and perhaps in an interview) to decide on the outcome of the application. If the trainer does not have sufficient evidence to grant RPL, the student may be asked to do a practical test or provide further information.

After the RPL assessment is finished the student will be notified of the result in writing, i.e.

- successful
- partially successful
- unsuccessful

If the student disagrees with the outcome, the student may appeal.

The evidence the student may gather for their appeal might include:

- products and/or records of their work
- a personal report
- a referee's report

A single piece of evidence may be relevant to one or more of the learning outcomes or competencies.

Procedure

The following procedure will apply for RPL applications:

- 1 The trainer will provide the student with information about RPL.
- 2 The trainer will provide the student with the relevant learning outcomes or competencies for the training programs as listed in the course Study Guide provided to students at Orientation for the student to read.
- 3 The student will assess their abilities/competencies, with guidance from the trainer in the learning outcomes or competencies in the training programs.
- 4 The student is to decide if they think they possess the knowledge and skills of the learning outcome or competencies in the training programs and if so, they should apply for RPL.
- 5 The student is to complete an *RPL Application Form* (see ICQ website).
- 6 The student is to gather evidence that supports their application as listed in the RPL application.
- 7 The student is to give the completed *RPL Application Form* and evidence to their trainer. The Trainer will conduct a full RPL assessment through observation on the job and assessing documentation supplied.
- 8 The student will receive notification from the trainer to show either that the student has gained RPL for full or partial units of the course
- 9 If the student is successful they will be exempt from those learning outcomes or competencies in the training programs.
- 10 The trainer will ensure the training plan is signed off to show the units granted RPL.
- 11 If the student was partially successful the student may decide to progress more quickly through the training program by completing only those aspects for which the student does not have prior learning. This completes the RPL process for the student's application.
- 12 If the student was unsuccessful the student may decide to request an RPL Appeals Form.
- 13 The student may gather further evidence that supports their application.
- 14 The student will submit the completed *Assessment Appeals Form* and further evidence to the nominated person in the College's complaint policy, who will arrange for a second suitably qualified person to assess the evidence.
- 15 Receive notification about whether either
 - i) the student has gained RPL (go to 10) or
 - ii) the student has not gained full/partial RPL and receive feedback (go to 16).

- 16 Seek to progress more quickly through the training program by completing only those aspects for which you do not have prior learning.

Please email admin@studyingld.com.au to request an *RPL Application Form* and *Assessment Appeals Form*.

Version No. & Date (mmyy)	Author	Reason for Change	Date
V.1 0418	Leslie Mackie	Original	April 2018
V.2 1019	Robyn Pinel	Update to meet Standards of the National Code (2018) and Regulations (2019)	14 October 2019
V.3 0821	Robyn Pinel	Update for clarity and consistency	2021