RECOGNITION OF PRIOR LEARNING (RPL) POLICY & PROCEDURE

Policy:
Students of GET Education Australia may apply for Recognition of Prior Learning (RPL). RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system.

GET Education Australia encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes by recognising their informal learning. GET education Australia ensures that all potential students for enrolment and all current students have access to the RPL policy and procedures.

Appropriately qualified assessors, using a process, which is valid, fair, sufficient and authentic, will manage applications for RPL efficiently. The students are responsible for the provision of suitable evidence, with guidance available from the assessor.

Credit for units of competency will be provided if a students who applies for RPL is able to demonstrate learning, skills and knowledge that meet the training package rules for the units of competency for which the students is applying for RPL.

GET Education Australia provides and ensures:
- opportunities for students to have non-formal and informal learning recognised and counted towards a qualification;
- diverse and inclusive pathways to lifelong learning;
- consistency in the principles used in implementing RPL within the VET sector;
- the quality, integrity and standing of Australian qualifications

GET Education Australia recognises learning regardless of how and where it was acquired, provided that the learning is relevant to the learning or competency outcomes in a unit, module, or qualification. GET Education Australia will check the currency of the evidence in relation to the qualification; on a case-by-case basis.

How prior learning is recognised:
Every unit of competency contains a set of performance criteria, a set of required skills and knowledge and critical aspects of evidence that must be assessed before a student can be deemed competent. The process involves matching what a student already knows and can do against the performance criteria, the required skills and knowledge and the critical aspects of evidence required for the unit of competency.

The assessor compares the informal or formal learning the students has achieved against the performance criteria, the set of required skills and knowledge and critical aspects of evidence required for the course or qualification. This recognition process enables students to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

The process used to assess RPL application may take several forms, for example;

- Assessment based on a portfolio of evidence

- Direct observation of demonstration of skill or competence;
- Reflective papers, journals, or diary that relate past learning to the competency outcomes of the current qualification;
- Provision of examples of the student's work drawn from the workplace in which the students applies their knowledge, skills or competence;
- Testimonials of knowledge and skills;
- Combination of any of the above may include assessment tasks
- Participation in exactly the same or modified versions of the assessment the students would be required to complete as part of the qualification requirement;

Eligibility to apply for Recognition of Prior Learning

All new and current students can apply for RPL if they believe they can provide evidence to show that they are already competent according to the performance criteria, the required skills and knowledge and the critical aspects of evidence required for the units of competency for which they are claiming RPL.

The students are required to provide examples of evidence and details of referees with the submission of the RPL Application Kit. Students for RPL assessment will be encouraged to discuss evidence requirements with the assessor. Students should provide all the documentation they can which clearly shows evidence of the competencies they hold.

Applying for Recognition of Prior Learning

A student, who considers that they have already acquired the knowledge and skills, can meet the performance criteria and the critical aspects of evidence for the unit(s) of competency may formally apply to GET Education Australia to have them recognised.

RPL Application and Evidence Portfolio Submission

RPL applications and evidence portfolios can be submitted to admin@get.edu.au or posted to Level 6, 140 Creek Street, Brisbane, QLD 4000.

RPL Application Fee

There will be a fee for processing each RPL assessment. The fee applies for each unit of competency or qualification depending on the RPL assessment being sought. Payment of the fee must be made prior to, or with, the submission of the application for RPL. Please go to our website www.get.edu.au for most up to date fees for the units or course you wish to apply for.

RPL Application Process Timeframes

RPL students will be advised of the outcome of their application by email or mail. The assessor is responsible for ensuring that students for RPL are advised in a timely and effective manner of the outcome. GET Education Australia will provide the students with feedback and identify competency gaps and a time frame to submit the evidence. Typically, GET Education Australia allows six (6) months for students to complete the qualification through the RPL process.

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Procedure:

Stages in the RPL Process

Applying for RPL and having the evidence assessed is a systematic process, which involves a number of clearly defined stages. (The RPL assessment is an accumulative process of collecting evidence). The stages in the process are explained below:

Stage 1 –RPL Application

Students who wish to apply for RPL need to contact GET Education Australia who will provide students with a hard/digital copy of the unit guide(s) for the unit(s) of competency for which they are applying for RPL, including the RPL Application Kit and RPL Student Information documents.

Students will be advised to visit the Training website www.training.gov.au to obtain further information about the performance criteria, the required knowledge and skills and the critical aspects of evidence necessary for the unit or units of competency for which they wish to apply for RPL.

Students must complete the Application Form with their personal information. They must also complete the self-assessment against the performance criteria, the required skills and knowledge and the critical aspects of evidence required for the units of competency for which they are applying for RPL.

Stage 2: Collecting Portfolio of RPL Evidence in Preparation for Assessment

Students must gather all relevant supporting documentation in a portfolio and also complete the Portfolio of RPL Evidence Form with honest, clear, complete and concise information. The completed Portfolio of RPL Evidence Form, together with certified copies of supporting documentation, must then be submitted to GET Education Australia together with their completed RPL Application.

Students must also provide contact details for at least two referees (supervisor and peer). The referees should be able to support the claims that the students makes about their competency in the units of competency for which RPL is sought. They should be able to verify that the student has the competency claimed.

Once the RPL Application has been received by GET Education Australia, it will be forwarded to the appointed Assessor to assess the application. On receipt of the evidence, the assessor will determine the completeness and relevance of the documentation submitted.

The assessor will make an appointment with the students to discuss the RPL Application and/or any deficiencies that may have been identified.

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Stage 3: Making the Assessment Decision

The assessor will compare the evidence provided by the students with the performance criteria, the required skills and knowledge and the critical aspects of evidence required for the unit(s) of competency. The assessor will make a judgement about whether the student wholly or partially meets the requirements.

The assessor will check that the evidence submitted satisfies the rules of evidence, as follows:

- Validity – Is the evidence relevant?
- Sufficiency - Is there enough evidence? Have the performance criteria and the evidence guide been addressed? Has competency been demonstrated over a time? Has competency been demonstrated in different contexts?
- Authenticity - Does the evidence provide a true reflection of the students? Can it be substantiated that the evidence is the students' own work?
- Currency - Is the evidence recent? Does it demonstrate that the students can apply the competency? Was it obtained recently (within the previous 3 years)?

The assessor will contact the referees to confirm that the student is competent in the skills and experience listed. Any interviews with the referees will be documented.

Stage 4: Recording the Result

GET Education Australia will notify the students of the RPL decision and the reasons for the decision within 30 working days of receiving the evidence portfolio. The students may request an interview with the assessor and be provided with a detailed explanation of the processes, which led to the outcome and the reasons for the outcome. Alternatively, the students will be sent an email and asked to sign/email reply the RPL Competency Summary Sheet to indicate that an explanation has been provided.

Appealing an RPL decision

Students, who are unsuccessful in gaining a successful RPL outcome, may apply to have their RPL assessment reviewed. All appeals regarding RPL assessments must be in writing and within 14 working days of the RPL assessment outcome being made available to the students. The Assessor, in consultation with the, will determine the outcome of an appeal against an RPL application outcome.

If an appeal against an RPL outcome is allowed, the Compliance and Quality Assurance manager will inform the students of the reasons and provide advice regarding any additional information which may be required for re-processing of the application and what additional tasks, if any, need to be undertaken. A suitably qualified assessor will be appointed to re-assess the application for RPL.

In the case of an appeal, the assessor who is appointed will review all of the material available and make a decision with one of two possible outcomes:

1. Grant recognition for prior learning;
2. Deny recognition for prior learning.

Issuing Qualifications

After successful assessment of an RPL application, GET Education Australia will issue the qualification or Statement/s of Attainment.

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