



## Recognition of Prior Learning Policy and Procedure

Learners who enrol into a unit of competency or a qualification sometimes have existing skills, knowledge and experience that enable them to gain a unit of competency or qualification without completing the normal assessment process.

NDA recognises the existing skills, knowledge and experience of each individual learner and encourages learners to apply for RPL.

### What is Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a process to recognise the learner's existing skills, knowledge and experience acquired through one or more of the following:

- formal learning (e.g. certificate, statement of attainment)
- non-formal learning (e.g. in-house professional development programs)
- informal learning for recreation or personal interest (e.g. interpersonal skills developed over several years)
- work experience
- company-based training
- industry-based training
- working with experts in the field
- training courses
- life experience

RPL is an assessment process that assesses the learners formal, non-formal and informal learning to determine the extent to which that learner has achieved the required learning outcomes or competency outcomes.

RPL treats each learner individually on a case by case basis. RPL does not include any additional training at the unit of competency or module level. If a unit of competency or module has any training activity associated with it, then Recognition of Prior Learning must not be used.

In order to apply for RPL for any unit/s of competency the learner must provide evidence for the skills, knowledge and experience that address and meet the competency requirements for that unit.

### What is credit transfer

RPL is different from credit transfer. Credit transfer is the granting of recognition for previous formal study. This means that you may not have to repeat units previously deemed competent.

Credit transfer must be granted for units completed with any other RTO upon presentation of authenticated evidence, such as a copy of a qualification, statement of attainment or testamur of the previous formal study at a post-secondary institution, RTO or university must be provided to the assessor.

### Evidence for RPL

Evidence can take a variety of forms and could include some of the following:

- certificates, statements of attainment, qualifications
- samples of completed work such as copies of documents or reports

- employment related documents such as copies of pay slips, résumés, performance appraisal
- diaries and business books
- a statutory declaration outlining previous types of work and experience
- references from current and past employers, supervisors and colleagues
- testimonials from persons holding relevant qualifications in the area being assessed, clients and supervisors/managers

It is important for learners to be aware that the RPL provided for one purpose or use is not necessarily accepted or suitable for another or different purpose or use. For example, RPL provided by a business for employment purposes may not be acceptable or suitable for an RTO to provide you with credit in a unit you wish to study.

To be able to grant RPL for a unit of competency the assessor must be confident that the learner's evidence is competent against all the elements and performance criteria, performance evidence and knowledge evidence plus ensure the evidence is conducted in accordance with the principles of assessment (fairness, flexibility, validity, reliability) and the rules of evidence (validity, sufficiency, authenticity, currency).

### **Why Apply For RPL?**

RPL can help the learner to:

- get recognition of skills and knowledge gained overseas
- improve opportunities in the workforce
- clarify training plans and career plans
- gain entry to a course at an Australian TAFE, or other educational institution or training organisation
- get recognition for parts of a course leading to a particular vocational or academic Australian qualification and reduce the amount of time to be spent on training

### **Who can apply for RPL?**

Any learner enrolled in a unit of competency with NDA can apply for RPL.

Learners wishing to apply for RPL should look at the elements and performance criteria, performance evidence and knowledge evidence table in the unit of competency they wish to apply for. This information can be found on [www.training.gov.au](http://www.training.gov.au): enter the unit code in the quick search field on the homepage, click the unit code and scroll down the page to view the table or download the Word or PDF version under the content box.

If they feel they meet the criteria the learner should speak with their assessor about their evidence for RPL. The RPL process is conducted by the assessor.

### **RPL procedure**

When a learner applies for RPL (e.g. at the induction visit or throughout their qualification) these steps will be followed:

1. The assessor explains the RPL process.
2. The learner completes the enrolment form if not already enrolled.
3. The assessor sends the assessment tool for the unit/s of competency to the learner or directs them to the assessment tool located on the NDA website.
4. The assessor asks the learner to complete the assessment tool AT5: Portfolio of evidence or RPL section, including evidence provided.
5. The learner returns RPL documentation including portfolio of evidence.
6. The documentation and evidence is assessed, outcome determined and feedback given to the learner (usual assessment process).
7. If RPL is successful, the assessor completes the usual assessment administration (i.e. signatures, updating Vettrak, reports sent).

8. An invoice is sent to the learner for the unit/s.
9. Once payment is made, a statement of attainment/certificate is issued.
10. If RPL is unsuccessful, feedback is provided and more evidence requested (where lacking).
11. If RPL is rejected (the learner can't meet the requirements), the assessor explains the reasons for rejection and discusses alternative assessment methods.

### RPL assessment tool example

#### Assessment Tool AT5: Portfolio of Evidence or RPL

##### Performance Criteria

Performance Criteria	Evidence Provided
<b>1 Establish schedule requirements</b>	
1.1 Identify organisational requirements and protocols for diaries and staff planning tools	
1.2 Identify organisational procedures for different types of appointments	
1.3 Determine personal requirements for diary and schedule items for individual personnel	
1.4 Establish appointment priorities and clarify in discussion with individual personnel	
<b>2 Manage schedules</b>	
2.1 Identify recurring appointments and deadlines, and schedule these in accordance with individual and organisational requirements	
2.2 Establish availability of attendees, and schedule new appointments in accordance with required timelines and diary commitments	
2.3 Negotiate alternative arrangements and confirm when established appointments are changed	
2.4 Record appointments and manage schedules in accordance with organisational policy and procedures	

##### Performance Evidence

Appropriately manage the schedules of various individuals through a process of careful planning and negotiation.	
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##### Knowledge Evidence

Identify the key provisions of relevant legislation, standards and codes that affect aspects of business operations or the achievement of team goals	
describe organisational requirements for managing appointments for personnel within the organisation	
summarise the range of appointment systems that could be used	
outline important considerations when managing the schedules of others.	

##### Declaration

I, Learner, declare that the evidence and/or RPL documentation outlined above is all my own work.

Learner	Signature	Date
Learner		Choose Date

### Duration

The entire RPL process can take a couple of weeks to process and is dependent upon the assessor's schedule and whether the evidence provided is successful against all the elements and performance criteria, performance evidence and knowledge evidence. It may take longer if the assessor requires more evidence from the learner.

### Fees

For a single unit of competency the cost is calculated by the total cost of the qualification the unit belongs to divided by the number of units.

NDA does not charge a fee for credit transfer.

RPL upgrade from Certificate IV in TAA40104 to TAE40110 is a set price of \$295.