

Purpose

The Recognition of Prior Learning (RPL) process is designed to enable the student to match knowledge and skills against the learning outcomes of a unit of competency/competencies in a qualification of study or a set of measurable competency standards. College of Sports & Fitness (CSF) will offer recognition of prior learning to individual learners according to Standard 1 (Clause 1.12) of the Standards for RTOs 2015.

Definitions

RPL is simply a form of assessment of a learner's competence. RPL uses evidence from formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO.

This evidence is often combined with assessment activities sometimes known as 'challenge testing'. As such recognition of prior learning must be conducted with the same rigour as any form of assessment. RPL is an effective approach to give student recognition for their prior learning either through life experiences or previous/current employment.

If prior learning shows the student has achieved the learning outcomes of a unit of competency/competencies then the student will be acknowledged on that learning and given credit for that unit of competency/competencies in the qualification.

Who can apply for RPL?

Anyone wishing to undertake a whole qualification or individual unit of competency/competencies can apply for RPL. Based on evidence provided and informal training, an entire qualification may be granted through the recognition of prior learning process. In deciding whether the student may be given credit for a unit of competency/competencies, the following will be considered:

- Is prior learning relevant to the course?
- Is it transferable? A skill should be applicable to a number of settings and situations.
- Is it authentic? Students have to provide evidence, or demonstrate that the student has the knowledge and skill.
- Is knowledge and skill appropriate to the level of the unit of competency/competencies or course?
- Is there evidence pertaining to the unit of competency/competencies requirements? The candidate must be able to provide evidence and relevant documents to prove competency for the relevant unit.

When can a student apply for RPL?

Students who are enrolling to complete a qualification and wish to be credited for an individual unit of competency/competencies or a part of a qualification may apply for RPL at the beginning of a course (current students must apply within the first two weeks of their first term).

CSF recognises equivalent statements of attainment and qualifications issued by other Registered Training Organisations (RTO's) Australia wide.

Students may also apply for RPL to:

- Gain qualification
- Gain statement of attainment
- Gain entry or credit into a course
- Identify training needs
- To confirm competence for appointment to workplace position or to meet an award structure, licensing or regulatory authority
- Identify current skills and knowledge
- Identify employee skills and knowledge to retrain into different roles for restructuring organisation
- Complete student qualification in a shorter period of time. (conditions apply)

Procedure

Steps to RECOGNITION PROCESS

Make an appointment with CSF Academic Supervisor and/or Director of Studies to discuss the Recognition Process (RP) and if the student wants to proceed, the student needs to fill in the RPL application form to start the process.

STEP 1- Commencing the Process- a Head trainer/Qualified Assessor will be assigned to assist the student with the process- the interview session will take place. During this interview the assessor will help the student to:

- Identify the units of competency required for qualification to suit student skills
- Identify how the student maybe eligible for Recognition of Prior Learning (RPL)
- Discuss the requirements for each of the units for which RPL is to be sought and the types of evidence the student might be able to collect
- Provide the student with the RPL Application form and Evidence Checklist and assist the applicant with guidance of information and evidence that's required

Step 2- Submission of RPL Application Form and Portfolio of Evidence

- The student must contact CSF if there are any concerns with following instructions in the RPL kit provided, or with the completion of forms
- Label all evidence and reference against units of competency
- Evidence must be sorted in terms of recency, from the most recent to least recent (eg 2010-1996)

Find out in the Evidence checklist provided the types of documents to be provided to support units of competency/competencies to be recognized in the submission

- Complete the Statutory Declaration that is included in the RPL Application Form attesting that the student's application is true and correct.

Step 3- Evaluation of Evidence

Evaluation of evidence may involve the following;

Recognition of Prior Learning Policy

- The Assessor will review the evidence, and document the results on the “Assessor’s Evaluation Report”
- If more evidence is required or training needs are identified the assessor will contact the student to discuss the next step
- Discussion with workplace and/or third party reports from the workplace about the candidate’s work
- Competency Interview - where it is applicable and necessary

If evidence provided is sufficient, student application and evidence will be submitted for processing and a certificate or statement of attainment is generated.

What to do when a student is deemed Not Yet Competent after the Assessor has evaluated the student’s submitted evidence.

Option 1- Training Session (Gap Training) and Assessment

- The facilitator must organise different day for the student to attend the training session and sit for an assessment;
- The trainer will ensure the student has access to training manual/learning guides.

Option 2- Assessment only

- The Trainer must organise another day for the student to sit for assessment

Once RPL is granted it will show on the academic transcript as RPL.

What Evidence should be provided?

In most cases students will be assessed for RPL on the basis of two types of evidence:

- A statement from workplace supervisor or trainer
- Documentary evidence Student supply to support application

In addition student may be asked to attend an interview.

Examples of each type of evidence are:

- Curriculum vitae
- Work records
- References detailing student responsibilities
- Records of workplace training
- Courses and qualification student have completed
- Awards and Prizes
- Correspondence student have written
- Diary notes student have made
- Financial records student have maintained
- Minutes of meeting which contain information about student participation
- Job description
- Organizational Charts showing student position/s
- Performance Appraisals

Recognition of Prior Learning Policy

- Letters of appreciation from clients
- Confirmation of relevant unpaid/volunteer experience
- Verification of duties undertaken as a member of a club or community group
- Work samples
- Videos/photograph of student work
- Answers to written or Oral questions
- Workplace Observation

All evidence provided must be accompanied by a Third party report cited by a workplace supervisor, manager or relevant person who is able to attest to the statement and evidence provided.

Fees and Charges for RPL

- Application fee \$100.00
- Actual RPL processing - \$100 fee per unit of competency

What's next?

Enrolled Students

Once granted RPL, the student is exempted from attending that unit of competency, competencies or subject (CRICOS students must still attend other designated classes on curriculum for 20 hours per week).

Qualification duration may also be shortened (eCOE), and DIBP is to be notified if the student leaves CSF early or any change in qualification duration. A new eCOE is then issued.

Other Applicants

Once granted RPL and all fees are paid, the student will be issued a qualification and/or statement of attainment.

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RPL Process Flowchart

