



KEYSTONE COLLEGE
OF BUSINESS & TECHNOLOGY

Recognition of Prior Learning Policy and Procedure

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1. Scope:

This document outlines KCBT policy and process for students to be granted Recognition of Prior Learning if they have suitable prior training and/or experience.

Recognition of Prior Learning (or RPL) is ***an assessment process*** that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary).

2. Relevant standards, acts and legislations

National Code 2018, Standard 2: Recruitment of an overseas student

2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas students on:

2.1.1 The requirements for an overseas student's acceptance into a course including the minimum level of English proficiency, educational qualifications or work experience required, and course credit (if applicable)

2.2 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

2.3 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2.4 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

2.4.1 Inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.

2.4.2 Report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

According to the AQF National Principles and Operational Guidelines, RPL can be used in two ways:

- A combination of a training program meeting the requirements of an endorsed Training Package or a training program meeting the requirements of an accredited course delivered by a Registered Training Organisation,

plus recognition of prior learning including credit transfer and/or experience;



- The recognition of prior learning that provides evidence of the achievement of the competencies for the qualification.

Recognition of Prior Learning (RPL) RPL may use different assessment methods, but they should be no less and no more rigorous than conventional methods of assessing competence in the VET sector.

To recognise prior learning, it is necessary to:

- Ensure that candidates know that RPL provides an alternative pathway to course attendance (RPL policy is available on KCBT website)
- Determine in consultation with the candidate, the learning, skills and knowledge that the candidate is able to demonstrate against the learning outcomes or performance criteria of the course or qualification for which the candidate is seeking entry or the award of credit.
- Determine whether any further evidence is needed to support the claim of competence and arrange for appropriate additional learning experiences or gap training where appropriate.
- Conduct an assessment(s) that confirm(s) competence.

To make RPL a user-friendly assessment pathway, KCBT assessors have adopted a flexible and interactive approach, and provide information, advice and feedback to RPL candidates in the same way that they provide support and assistance to all candidates seeking to have their skills developed and assessed. The nature of the support provided may differ from the support which is made available to other candidates, but the level and quality of that support will influence outcomes for candidates seeking RPL in the same ways as it influences other candidates.

3. Policy and Procedure

Applications for recognition of prior learning will only be accepted if:

- Recognition of Prior Learning Application form is submitted with supporting documents (available on KCBT website):
- The student is enrolled in an approved KCBT course
- The appropriate fee has been paid (an AUD\$250 application fee is applicable for international students and for domestic students to start the process).

Steps for RPL:

- 3.1 Complete a Recognition of Prior Learning Application Form and return it to KCBT along with supporting documentation and the payment receipt.
- 3.2 Discuss with Trainer/Assessor (if required) – initial interview with the assessor/self-evaluation process
- 3.3 RPL outcome will be notified by KCBT followed by detailed instructions if further training or immediate assessment is required.
- 3.4 Provision of further evidence or Gap Training
- 3.5 Communicate result of assessments to student.



3.1 Complete a Recognition of Prior Learning Application Form

An application for Recognition of Prior Learning form is available on KCBT website or at reception on campus.

The application for Recognition of Prior Learning must be completed and submitted to enrolment@kcbt.wa.edu.au or returned to KCBT'S reception. An AUD\$250 application fee is applicable to start the process. The application fee must be provided with the completed application form and requested evidence. There is no refund of the application fee even if the student be deemed as unsuccessful in RPL.

- Where an candidate seeks RPL prior to enrolment or up to week 4 of their course (time frame will be calculated from the confirmation of enrolment start date of the course), the fee for that unit will generally be 50% of the normal unit fee, unless more gap training is required (then fees calculation will be subject to the letter of offer).
- If the RPL application is submitted after week 4 of their CoE start date of the course, RPL may be granted, however it will not qualify for a refund or fee adjustment.

As noted in "Recognition of Prior Learning: An Assessment Resource for VET practitioners" 5th Edition 2013 <http://www.voced.edu.au/content/ngv%3A65728> it is better to use plain English (not training package terminology).

Some examples of documentary evidence that can support the process include but not limited to:

- General employment document
- Resume
- Position description or job description
- Results of any assessments, certificate, statement of attainment, transcript
- Details of in-house courses, training programs, orientation, induction
- References or letters from employers and or supervisors
- Workplace documents
- Diaries/task sheets
- Samples of documents that you have produced
- Emails/letters
- Occupational Health & Safety documentation
- Copies of presentations

These items may be used to support the candidate's claim to competency throughout the RPL process. However, they should not be seen as a sole or sufficient determinant of competence, which is more properly and effectively assessed through interaction, dialogue and the practical demonstration of tasks (Assessments). Our Assessor will assist candidates during the RPL process to determine exactly what evidence is required. Candidates are required to supply contact details of one or two work referees.

Note: Confidentiality issues: Candidates must not include sensitive information as a part of Supporting Documentation. Candidate may need authorisation from supervisor to use some of the evidence.



3.2 Discussion with Trainer/Assessor

An assessor will review the information candidate has provided (usually with the candidate) and begin to match up the candidate's skills to the units/subjects in the qualification. At the point of the initial interview, the candidate will have the opportunity to discuss and identify his or her previous experience with the assessor who will understand the industry experience and conduct a competency conversation. The candidate will be required to answer business related questions to identify the current skills. This component of the RPL assessment process provides an opportunity for the candidate and the assessor to have a professional conversation about the candidate's required knowledge and skills. It may comprise a series of direct questions or could be a list of topics for discussion drawn from the list of required skills and knowledge. Discussion around topics may provide an opportunity for candidates to demonstrate a broader area of knowledge and experience and may elicit more information than direct questioning. If the candidate is not able to attend the initial interview with the assessor and it is intended that if an candidate thinks they may be eligible for RPL they complete the form and might be given a self-evaluation tool where they can more accurately assess their 'prior learning' against the training package requirements for the unit/s in which they are applying for RPL.

The self-evaluation tool provides an opportunity for the candidate to self-determine their level of experience and knowledge in the relevant industry. It also provides an overview of the level of the candidate's background experience to assist the assessor to determine if the candidate is likely to be a successful candidate for RPL. It is also an important first step in identifying where the candidate may have gaps in training skills and knowledge and to decide whether to proceed with the RPL process.

The assessor will conduct a practical skills test at the candidate's workplace (if appropriate) or at another suitable venue (e.g. simulated workplace environment). This, again, is an opportunity to demonstrate the level of competence of the candidate. This assessment will be focused on skills that are required in the qualification and the assessor will identify the skills that he/she will want you to demonstrate.

Assessor instructions will indicate which questions/topics are critical to the assessment. An appropriate recording mechanism will be included—such as a purpose-built form and/or a digital recorder—to create a reliable record of the interview for later reference

3.3 RPL outcome

Academic Coordinator will conduct a final assessment on the student's RPL request and will approve/decline the RPL request and let the candidate know through an email confirmation within 5 working days.

On satisfactory completion of all the steps above,

3.3.1 The trainer will complete the unit RPL Coversheet and sign, which will include reasons for the amount of RPL given.



3.3.2 Candidates are required to sign (digitally or manually or otherwise accept) the unit RPL Coversheet. If a candidate does not accept the amount of RPL granted, they are informed that they can access the KCBT Complaints and Appeals process.

3.3.3 A copy of unit RPL Coversheet will be kept on the candidate's file. If necessary, the duration of study will be adjusted accordingly.

3.3.3.1 If KCBT grants the RPL which leads to a shortening of the student course before the student visa is granted, the student's CoE will indicate the actual net course duration for the course.

3.3.3.2 If the RPL granted does not affect the duration of the course, KCBT will record the RPL in the student's file but will not take any other action.

3.3.3.3 If the RPL granted will affect the duration of the course, the Records Manager will record a change of course duration on PRISMS by using 'Student Course Variation' function and indicate that the student has requested a change to the existing enrolment. The Records manager will report the change of course duration to Department of Home Affairs (DoHA) via PRISMS within 31 days after the event as specified under Section 19. (1A) (b) of the ESOS Act.

If RPL is granted, tuition fees to a maximum of 50% of the value of that unit fee will be deducted from the total course cost and reflected in the letter of offer; OR if after enrolment and payment instalments apply, the last instalment will be amended; OR if total course fee has been paid a refund will apply according to KCBT Refund and Cancellation Policy (available at www.kcbt.wa.edu.au).

Note: Recognition of prior learning (RPL) - and any course credit given as a result of the RPL process - are applicable only to the course in which the student is enrolled at the time of applying for RPL. If a student changes courses, any RPL/course credit granted will be reassessed to ensure that it still remains appropriate.

3.4 Provision of further evidence or Gap Training

The candidate might be asked to provide further documentary evidence to support their competency profile as demonstrated in the prior stages of assessment. The types of documentary evidence that may be provided to further support the candidate's claim to competency are the same as those listed at the preparatory stage above, for instance, third-party verification reports, job logs, or photographs of work undertaken.

3.5 Communicate result of assessments to student.

KCBT will communicate result of assessment to student in writing via result outcome letter within 4 weeks of assessment decision.