

# Australian Alpine Training Institute

## Recognition of Prior Learning Policy

The Australian Alpine Training Institute will approve RPL to students with suitable prior qualifications or experience once the RPL process has been completed

The Australian Alpine Training Institute will appoint a staff member responsible for the management of Recognition of Prior Learning.

The staff member will establish a register for recording the applications for and results of RPL assessments.

The staff member will ensure that RPL assessments are completed by appropriately qualified assessors who have the necessary training and assessment competencies as determined by the National Quality Council or its successors and have the relevant vocational competencies at least to the level being assessed and with demonstrated current industry competencies relevant to the assessment being undertaken.

The staff member will ensure that the applicant is informed in writing of the outcomes of their application.

### **1. Purpose**

To establish a policy for the Recognition of Prior Learning (RPL) whereby individual's prior learning, achieved through work experience, informal and formal training, or other life experiences is appropriately recognised.

### **2. Scope**

This document outlines a policy to be followed for trainees/students applying for RPL

### **3. RPL Policy**

This RPL Policy is one option that enables trainees/students to obtain recognition of their competencies.

As a result trainees/students may be able to obtain exemption from undertaking some training within the training framework and/or receive recognition for competencies.

A person must be assessed for RPL before he/she begins that part of the course for which he/she is proposing to apply for RPL.

RPL evidence must be submitted back to Australian Alpine Training Institute within two weeks of starting course. There will be no provision after this timeline has passed.

The RPL application will be processed according to the criteria set out in this policy and will be granted for complete qualifications or units of competency.

Trainees/students who disagree with their RPL outcome or believe that the process may not have followed appropriate procedures may appeal the result of an RPL Application by submitting a

complaint in writing to the Training Manager. The appeals process is offered to students at little or no cost - refer to the complaints and appeal policy.

The assessor will have base their judgment for granting RPL on evidence provided by the applicant in their demonstration of the appropriate skills or a practical demonstration.

#### **4. Responsibilities**

- 4.1 The Australian Alpine Training Institute will provide qualified RPL Assessors who shall be responsible for the RPL process by:
  - 4.1.1 Advising intending applicants regarding the RPL process;
  - 4.1.2 Assisting applicants with the preparation of their application;
  - 4.1.3 Processing applications;
  - 4.1.4 Convening the RPL Assessment Panel and advising the applicant of the time, place and date of the interview (if required)
  - 4.1.5 Providing RPL guidelines for Subject Matter Experts (if required)
- 4.2 RPL Assessors shall be responsible for ensuring that the RPL process is followed in a fair, equitable and consistent manner.
- 4.3 Subject Matter Experts shall be responsible for making recommendations on competencies being claimed to the RPL Assessor. This recommendation is to be accepted by the RPL Assessor unless they believe the correct process has not been followed.
- 4.4 The RPL process is systematically validated on a yearly basis - refer to the validation assessment form.

#### **5. Guidelines and Steps Required in the RPL Process**

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills, or where credit or credit transfer may apply.

*Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences.*

Students wishing to apply for RPL should speak to their Training Manager at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of enrolment. The Training Manager will provide student with the relevant application form and a copy of the course outline and performance criteria for each competency they believe they may gain RPL.

This will help the student to complete a self assessment against the course learner outcomes to decide whether their application is warranted or not.

If the student has a prior Qualification or a Statement of Attainment issued under the Australian Qualifications Framework from any state or territory, The Australian Alpine Training Institute will automatically recognize the AQF qualifications and Statements of Attainment issued by any other Australian Alpine Training Institute.

RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

- A. Review of Evidence including relevant Formal Qualifications.
- B. Interviews
- C. Confirmation of Testimonials
- D. Validated Workplace Logbooks

- E. Skills/Challenge testing
- F. Written/Oral reviews

#### The steps for RPL

1. Student/trainee requests recognition at enrolment
2. Appropriate qualification is identified at enrolment
3. Appropriate competency is identified at enrolment
4. Training Manager will advise student/trainee of evidence required; The student/trainee will be given access to the full curriculum so they can clearly identify the learning outcomes or competencies they have to apply;
5. Student/trainee completes the RPL Application form.
6. The fee to assess students for RPL is \$300 per unit of competency. There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL
7. Student/trainee collects evidence to support claim for RPL, which must be submitted to Australian Alpine Training Institute within two weeks. An application form should be completed and forwarded, with any supporting evidence, and application fee to the Training Manager.
8. Australian Alpine Training Institute will then analyse individual experience and qualifications against appropriate learning outcomes/competency statements, the Training Manager and support staff will complete this process
9. If claim matches learning outcomes/competencies then full recognition is granted
10. If claim does not match learning outcomes/competencies then further evidence will be requested, this may also involve an interview where applicant will support his/her case. Further evidence must be supplied within two weeks
11. If further evidence is not recognised then claim will be rejected, a letter of advice will be forwarded to applicant advising of decision either way.
12. If student/trainee wishes to appeal decision he/she must inform the Australian Alpine Training Institute in writing within 1 week of rejection letter
13. Student/trainee may appeal decision following the complaints and appeals process. The cost will be little or no cost to student.
14. Letter of advice will be forwarded to student/trainee outlining the costs (if any) of appeal process. Once student/trainee has paid his/her share of cost for further process (*must be received within 1 week of request for payment*). The appeal will progress forward.
15. Letter of advice of outcome will be forwarded to applicant within two weeks of final decision.
16. Completed RPL Application Form (Form Gx) with attachments will be placed on the student/trainees file and results of application
17. The RPL Assessment register will be updated and placed into the RPL Assessment Register
18. Details of the Application recorded on the RPL Register (Form Gz).

#### 6. Principles underlying RPL

RPL is based on a set of principles as follows:

- ❖ **Commitment** – Conviction on the part of the education and training provider of the worth of RPL is essential. This commitment is necessary to ensure that quality procedures will support the implementation of the model.
- ❖ **Access** – Mechanisms and practices must enable all potential applicants to gain entry to the process. It is therefore important that the procedures themselves do not create unnecessary barriers, (e.g. by appearing to be bureaucratic or by being framed in jargon).
- ❖ **Fairness** – Processes utilised must be verifiable, credible and just. All students/trainees must be confident that the RPL process and its outcomes are fair.

- ❖ **Openness** – The way in which all decisions, criteria and processes are determined must be governed by these principles. All students/trainees in the process need to be able to contribute to the way decisions are made.
- ❖ **Support** – Potential applicants and personnel involved in implementing the policy shall receive adequate support in order to maintain a quality RPL system.

Associated documents:

RPL Application form Gx

RPL Assessment Register form Gz

Complaints, Concerns and Appeals form GP