Policy – Recognition of Prior Learning

Navitas Professional
AB 25 100 404 199

Document

Document I.D.	NP-01.01-151P Recognition of Prior Learning Policy
Responsibility	Curriculum & Learning Manager, NP
Initial Issue Date	21 April 2017

Version Control

Issue Date:	Summary of Changes	Review Date
21 April 2017	Initial document, v1.0	21 April 2019
30 October 2020	Update BU & position titles, full review, v1.1	30 October 2022

1   Purpose and Scope

The purpose of Recognition of Prior Learning (RPL) is to recognise an individual's existing competencies for entry into, and/or partial or total completion of a qualification.

This policy is in relations to all participants involved in Navitas Professional's (NP) training and delivery actions.

2   Policy

NP recognises an individual's prior learning.

RPL can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit(s) of competency for which the recognition is applied.

NP staff are committed to providing RPL applicants with necessary support and guidance in a timely manner.

2.1   Applications for RPL

2.1.1   All prospective and enrolling applicants are informed via the NP Application Forms of the opportunity to apply for RPL.

2.1.2   All applicants are provided with accurate and current information on NP's RPL process either at or during enrolment.

2.1.3   Individuals may apply for RPL of units of competency during the time of enrolment or up to one month after commencing the unit of competency.

2.1.4   An applicant applying for RPL must complete the 'Candidate RPL Kit' and include the required information such as detailed records of experience, employment, training, etc., which may be relevant.

2.1.5   Applicants are required to identify how they address the elements and performance criteria of each unit included in the RPL application.

2.2   Assessment of Application

2.2.1   An RPL Assessor with expertise in the subject, content or skills area, as well as knowledge of and expertise in RPL assessment assesses the RPL application.

2.2.2   All RPL Assessors are fully briefed through a reciprocal RPL Assessor kit to the RPL Candidate Kit.

2.2.3   In making an assessment, RPL Assessors will ensure that the evidence is valid, authentic, current and sufficient and that the process is fair, flexible, reliable and valid.

2.2.4   Where evidence and documentation requires additional information or clarification, the RPL Assessor will contact the applicant.

2.2.5   Where RPL is 'Granted', applicants are notified in writing of the outcome within 10 business days of completion of the assessment and a qualification/statement of attainment will be issued to the applicant.

2.2.6　Where RPL is 'Not Granted', applicants are notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the applicant will include relevant comments and justification for rejection of application.

2.2.7　RPL will only be awarded for a total unit of competency. No partial RPL of a unit of competency is available.

2.3　Appeals

2.3.1　Where the outcome of an RPL is not granted and the applicant disagrees with the outcome, the applicant is advised to endeavor to resolve the matter informally through discussion with the RPL Assessor.

2.3.2　Where the outcome continues to be unresolved the applicant is advised to make a formal appeal by using the methods outlined in the 'Complaints and Appeals Policy and Procedure'.

2.3.3　The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the application.

3   Procedure

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┌──────────────────────────────────┐
│  Participant requests recognition│
│  of prior learning               │
└──────────────────────────────────┘
                 │
                 ▼
┌──────────────────────────────────┐
│  NP Program Administration Officer│
│  sends participant RPL Assessment │
│  Kit: Candidate Guide             │
└──────────────────────────────────┘
                 │
                 ▼
┌──────────────────────────────────┐
│  Participant completes RPL Kit and│
│  submits completed application    │
│  (including evidence) to NP       │
└──────────────────────────────────┘
                 │
                 ▼
┌──────────────────────────────────┐
│  NP Program Administration Officer│
│  sends received RPL application to│
│  relevant Assessor                │
└──────────────────────────────────┘
                 │
                 ▼
┌──────────────────────────────────┐
│  RPL Assessor to review application│
│  and evidence provided.           │
└──────────────────────────────────┘
                 │
                 ▼
┌──────────────────────────────────┐
│  Assessor to contact participant  │
│  for interview                    │
└──────────────────────────────────┘
                 │
                 ▼           (Continued on next page)
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                                                                    ┌──────────────┐
┌─────────────────────────┐          Yes                  No        │              │
│ Assessor to assess      │◄──────────────  ◇ Sufficient ◇ ──────   │              │
│ participant based on    │                 │  Evidence   │         │              │
│ evidence provided       │                 │  provided?  │         │              │
└─────────────────────────┘                  ◇           ◇          │              │
            │                                                        │              │
            ▼                                                        │              │
     ◇ Participant ◇        No      ┌──────────────────────────┐     │              │
     │ assessed as  │ ────────────► │ RPL Assessor to request  │     │              │
     │ competent?   │               │ more evidence from       │     │              │
      ◇           ◇                 │ participant              │     │              │
            │ Yes                   └──────────────────────────┘     │              │
            ▼                                                         │
┌─────────────────────────┐       ┌──────────────────────────┐       │
│ Participant deemed      │       │ Participant deemed not   │◄──────┘
│ competent for unit(s)   │       │ competent for unit(s) of │
│ of competency applied   │       │ competency applied for   │
│ for in RPL Kit          │       │ in RPL Kit               │
└─────────────────────────┘       └──────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│ Assessor to complete    │
│ RPL Summary Form        │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│ Assessed RPL            │
│ application, evidence   │
│ and RPL Summary Form    │
│ sent to NP Program      │
│ Administration Officer  │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│ NP Program              │
│ Administration Officer  │
│ to notify participant   │
│ of result by sending    │
│ RPL Summary Form        │
└─────────────────────────┘
            │
            ▼
╭─────────────────────────╮
│ NP Program              │
│ Administration Officer  │
│ to issue certificate or │
│ statement of attainment │
│ in accordance with NP's │
│ Qualifications Issuance │
│ Policy                  │
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4   Responsibilities

- The **General Manager, NP** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.

- The **Curriculum & Learning Manager, NP**, **National Operations Manager, NP** and **State/Territory Operations Managers, NP** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.

- **NP employees** are responsible for being aware of and complying with this Policy.

5   Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **Recognised Prior Learning (RPL –** An assessment process involving 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

- **RPL Assessor** – An RPL Assessor meets the following requirements

  a)   Current training and assessment qualifications; and

  b)   Relevant vocational competencies at least to the level being delivered; and

  c)   Relevant and current industry experience and working knowledge of the industry.

- **Candidate RPL Kit** – The Candidate RPL Kit specifies the unit(s) of competency to be completed.

6   Review

This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas Professional's current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

7   Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Completed RPL Assessment Kits	National Operations Manager	SharePoint	7 years

8   Related documents

- Candidate RPL Kit
- Assessor RPL Kit
- Complaints and Appeals Policy
- RPL Procedure
- NP Application forms