RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

Purpose

The purpose of the policy is to ensure a consistent and fair approach to recognising learner prior qualifications, skills and competencies, in accordance with registration and contractual obligations, in particular the Standards for Registered Organisations (RTOs) 2015 is undertaken.

Responsibilities

The General Manager is responsible for ensuring this Policy and Procedure is implemented. The Compliance Manager is responsible for ensuring this Policy and Procedure is maintained and up to date in line with scheduled revisions. Managerial staff are responsible for ensuring their teams are up to date with this Policy and Procedure.

Scope

This is an overarching policy and Procedure that covers training and assessment services across all campuses and applies to:

1. All students (domestic and international) of Everthought providers
2. All staff of Everthought
3. All courses delivered by Everthought including those delivered on their behalf by education providers with whom there is a licensing arrangement.
   - Everthought College of Construction (RTO Code: 51681 CRICOS Code: 02898C)
   - Everthought College of Construction trading as Australian Institute of ICT (RTO Code: 51681)
   - Everthought Education (RTO Code: 32438)

And to any current training partner organisation where applicable.

Definition

Recognition of Prior Learning

RPL is the process whereby students are assessed on evidence of previous learning, employment, industry activities and talents against the Learning Outcomes of the unit applied for.

RPL is an assessment-only process, determining the competence of an individual acquired through formal, non-formal and informal learning, to determine if they meet the requirements for a unit of competency.

This may include:

- Formal learning – learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma, or university degree)
- Non-formal learning - learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- Informal learning - learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Training Partner Organisation

TPO is any organisation that provides services on behalf of Everthought, including training, assessment, related educational and support services, and/or any activities related to the recruitment of prospective Students.

Policy

Everthought will provide students with the information about the RPL process and all associated fee and charges, prior to course enrolment.

Specific requirements and opportunities pertaining to each course will be outlined and provided to students prior to application for RPL.

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Applications for RPL will be considered in a timely manner and on a case-by-case basis.

The RPL evidence will be authenticated (Position Descriptions, references, awards) and then mapped against subjects within the students chosen course of study. Where there is sufficient verifiable evidence that the student has comfortably attained all the unit's learning outcomes, they may be granted RPL for this subject.

Unsuccessful applicants will be provided with a summary of reasons why their application was not approved.

Procedure

Step 1: Enrolling in RPL Assessment service.

When approached by a student seeking RPL assessment services, the staff member, usually the Trade Adviser, will:

- refer the student to the RPL Candidates' Information and guidelines.
- check that the qualification is available on scope of registration.
- issue the relevant qualification/unit for RPL Assessment
- provide the student with information about the types of evidence that can be used to support an RPL application.
- discuss the payment fees (refer to Fees and Charges List on website and in the relevant Course Brochures)
- confirm timeframe of no more than 12 months to submit their completed RPL Assessment and accompanying evidence.
- enrol the student using the Everthought's Enrolment Form, with an accompanying up-front payment invoice.

Pre-Requisite:

All applicants for RPL consideration, must have minimum 2 years of experience in the industry and for Queensland funded student's minimum of 3 years of experience in the industry is required at the time of the enrolment. This is tested through verification of the range of evidence submitted by the applicant, including former places of work.

The Trade Adviser will connect with an assessor who will contact the student to commence the RPL assessment procedure.

Step 2: Preparation and information about RPL

The student should discuss the RPL process with their assessor to determine if RPL is an appropriate pathway to gain competencies. Information will be provided about the RPL assessment process, including advice on how competency can be demonstrated, and the documentary evidence required to support their RPL application. The focus will be on demonstration of skills and knowledge to meet the required criteria in the training package.

Some examples of documentary evidence that can support the RPL process may include:

- Resume or work history.
- Licences or tickets held (e.g., forklift)
- Certificates / results or assessment
- Photographs of work taken
- Diaries and logbooks
- Task sheets, job sheets
- Site training records

- Pay slips.
- Memberships of relevant professional associations
- References, letters, 3rd party reports from previous employers / supervisors.
- Industry awards
- Performance appraisals
- Presentations conducted.
- Any other documentation that may demonstrate industry experience

Students who have completed a nationally recognised qualification/unit that have the exact same code as a unit currently enrolled/enrolling within will be eligible for credit transfer for the particular unit(s) and will be referred to the Everthought's Credit Transfer Policy and Procedure.

Step 3: Student self-assessment:

A self-assessment provides the applicant the opportunity to determine their level of experience and knowledge in the relevant industry and provides the assessor with an overview of the background experience of the applicant to help them determine if the applicant is likely to be successful in the RPL process. This self-assessment process helps to identify any potential gaps in training skills and knowledge. The aims of self-assessment include:

- Self-assessing the suitability for RPL after reviewing the unit/s of competency and performance criteria.
- Matching (or mapping) prior skills and knowledge to the performance criteria and identifying where evidence can be provided to substantiate this.

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- Clarifying any evidence requirements or gaps to support RPL application.

Step 4: Candidate Competency Conversation

Documented "Competency Conversation" with candidate which is signed by the student and the assessor. Actual questions with sufficient response detail must be documented and retained.

The Competency Conversation provides the opportunity for the candidate and the assessor to have a professional conversation about the candidate's required knowledge and skills and review the evidence presented. The topics of discussion are drawn and assessed from the unit(s) of competence required skills and knowledge.

During the competency conversion assessor may ask for additional documentation or evidence to support the assessment decision

Step 5: Referee Verification

Students will be required to obtain minimum of two referee verification as supplementary evidence to authenticate evidence provided. This must be from persons who have directly observed the student demonstrate the skills and knowledge identified.

Step 6: Notification of outcome

After the assessment, the assessor will provide information about the student's skills and knowledge that have been recognised and whether the student has gained RPL. If the student has any skill gaps, the assessor will discuss with the student and address the gap training options to complete their qualification. To be able to grant RPL, the assessor must be confident that the applicant is currently competent against all elements of competency within the/each unit and must ensure that submitted evidence meets the Rules of Evidence.

Rules of Evidence

Validity: The assessor is assured that the learner has the skills, knowledge, and attributes as described in the module or unit of competency and associated assessment requirements.

Sufficiency: The assessor is assured that the quality, quantity, and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

Authenticity: The assessor is assured that the evidence presented for assessment is the learner's own work.

Currency: The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Should the assessor deem that the student satisfies all the qualification/unit requirements, as outlined in the qualification, he/she will:
- make the appropriate adjustments to the student's planned training schedule, which will include updating of Training Plans for domestic apprentices and the e-CoEs for international students.
- advise the student services so that full recognition is granted, and the appropriate recording is made within the student management system and that a review of the fees and charges is made, with a refund organised if required.
- store the student's completed RPL kit and accompanying evidence within the student management system.

Should the assessor deem that the student does not fully satisfy all the qualification/unit requirements, as outlined in the qualification, he/she will initially request further evidence to be assessed, and should that remain insufficient:
- recommend gap training and/or confirm the original training schedule.
- advise the student services so that the appropriate recording is made within the student management system.
- ensure the documents are stored within the student management system.
- advise the student of the Everthought's Complaints and Appeals Policy and Procedure.

Everthought take care to ensure that the sequence of any gap training and assessment and the RPL are in accordance with unit of competency requirements, whereby RPL is not granted for competencies where the Everthought provides training and assessment for the underpinning pre-requisite(s).

Additional Requirements

International students

In addition to the practices outlined above, in the case where RPL is granted, ECOC will 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.

If the RPL granted reduces the overseas student's course length, ECOC will 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.

If RPL is granted after the overseas student's visa is granted, ECOC will also report any change in course duration in the student management system, and through PRISMS.

Queensland state Funded Students (DTET)

In addition to the practices outlined above the Queensland funded students are required to provide additional evidence.

- *Challenge Test:* In accordance with the unit of competency requirements, challenge test/s (Including practical observation and/or knowledge tests) addressing the elements and performance criteria of the unit, and the skills required as a minimum in the relevant industry.
- *Employer Competency Conversation:* Documented "Competency Conversation" with at least one referees (Employer, supervisor or equivalent) validating the student has demonstrated workplace performance against unit requirements, which is further verified by signatures from the referee and the assessor. Actual questions with sufficient response detail must be documented and retained.

Construction skills Queensland Funded students (CSQ)

No further requirements for Construction skills Queensland Funded students.

Western Australia state Funded Students (DTWD)

No further requirements for Western Australia Funded students.

Related Documents

- Enrolment Form with Bank Transfer or Payment Plan or Stripe Payment
- RPL Course Brochures (customised for each qualification and Cohort)
- RPL Kit (customised for each qualification and Cohort)
- Referee verification form
- Confirmation of Enrolment (COE) (international)
- Complaints and Appeals Form