RPL Policy and Procedure

RPL

RPL is a form of assessment that acknowledges skills and knowledge gained through:

- Formal training conducted by industry or education
- Work experience
- Life experience

The main principle of RPL focuses on the outcomes rather than when or where the learning occurred. Evidence of competency is collected by the applicant and submitted to the nominated assessor and assessment is made based on the required industry standard within the relevant training package unit of competency.

Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit transfer is applicable for the equivalent Training Package Units only. We must sight appropriate evidence , such as a testamur, or a transcript of academic record/achievement or a USI Transcript to grant CT.

Austrain Academy is committed to providing up to date and relevant RPL information to all students during enrolment and whilst enrolled. Austrain Academy staff / contractors will provide support and guidance regarding RPL enquiries.

All applicants for Recognition of Prior Learning (RPL) will be provided with a copy of the relevant unit of competency and evidence requirements for the units being applied for as well as our Recognition of Prior Learning Information Kit.

Applicants who are able to provide satisfactory evidence that they have achieved the required unit of competency or competencies may progress through the course with an exemption for the RPL units.

Further information is available in Austrain Academy's Recognition of Prior Learning Information Kit; available from our office or online at www.austrainacademy.com.au

RPL Application Procedures

- Students must first nominate on their enrolment application form that they wish to be considered for RPL and pay any fee applicable (this will be disclosed prior to finalisation of enrolment).
- RPL evidence should be supplied at enrolment if possible or permission given for Austrain Academy to view your USI records when this function is available.
- Please note – RPL may be requested at any point prior to individual units of competence being commenced.
- On receipt of an RPL application / notification, Austrain Academy trainer / assessors will provide the student with the RPL Information Kit.
- Training Staff / contractors will monitor the students' progress in order to provide ongoing advice or assistance in the collection of competency evidence.
- Once a student has completed the collection of their competency evidence they should submit the RPL evidence to their trainer / assessor for assessment.

- Should insufficient evidence be provided further guidance may be provided by training staff / contractors or a scheduled assessment event may be negotiated where observation of the competency in a number of contexts may be conducted.
- All competency decisions shall be recorded with assessment advice and or statements of attainment or qualifications being issued as soon as practicable.
- If a student does not agree with the RPL decision, they may lodge an appeal to have the decision reviewed. (See Appeals Policy & Procedure in the student Handbook)
- Students who believe they have skills and knowledge that would be covered in the training programs offered by Austrain Academy should apply at time of enrolment to have their skills and knowledge assessed and where appropriate have the training program reduced.
- Students can make an application for RPL at any time during the training program.
- For Smart & Skilled students, any RPL granted will reduce the Student Fee payable.
- For other students, Evaluation of RPL applications is charged at $330 (inc. GST) per Unit of Competence or part thereof. This fee is subject to change, so please contact Austrain Academy.
- Students who are funded through a Work Based Traineeship will be exempt from the above fee.

Location: Participant Handbook; Austrain SMS; CEO Hard Drive, Website

Authorised by – CEO

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