Policy Recognition of Prior Learning

Policy Statement

Royal Life Saving Society Western Australia (RLSSWA) is committed to the conduct of assessment that meets the requirements of the applicable training package and in accordance with the principles of assessment and rules of evidence. Students may access a Recognition of Prior Learning (RPL) assessment pathway to have their existing competencies developed through formal learning, non-formal learning, informal learning and experience to be assessed and certificated by the Registered Training Organisation (RTO).

Scope

This policy applies to all RLSSWA qualifications, skill sets and units of competency offered by RLSSWA as part of our delivery and assessment of nationally recognised training products on our scope of registration.

Definition

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- formal learning refers to 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 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 refers to 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).

Source: Australian Skills Quality Authority (ASQA)

Application

RLSSWA offers a RPL pathway to current and prospective students. Information is available via the website, the eLearning portal and upon request from the RTO.
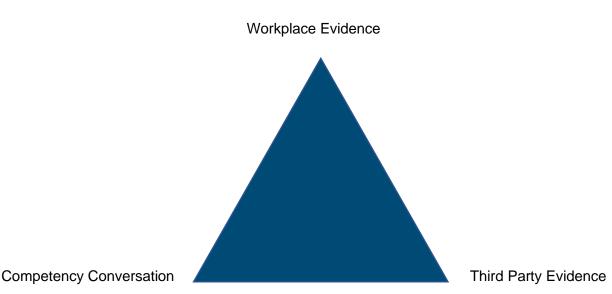
Candidates are advised of the assessment requirements which includes completion of a RPL application form, submission of a current resume containing an outline of work history, formal and informal qualifications. Candidates are advised of the requirement to provide details of a professional referee and where applicable current workplace evidence.

Candidates will be provided with an outline of each unit of competency together with a RPL checklist which contains the required evidence to progress a RPL application for each unit of competence. This helps clarify the assessment requirements for each unit. Candidates must provide the applicable evidence which confirms the currency of their knowledge and skill against each unit of competence.

International candidates would not possess the required Statement of Attainment for superseded units of competency and their qualifications may not align with the Australian Qualifications Framework. There could be a gap in knowledge relating to the facets of some units of competency will require understanding or application of Australian legislation, regulations, or industry codes and guidelines. The RPL process is flexible to offer these students an assessment pathway which recognises existing knowledge and skills. A learning and assessment pathway then addresses the gap in knowledge which relates to the Australian context contained in the applicable unit of competency.

RPL Process

Workplace Evidence

Competency Conversation

Third Party Evidence

Assessment Requirements

The RPL process involves the collection of various forms of evidence which assist the assessor in determining whether the candidate possesses the current knowledge and skill as outlined in the applicable unit of competence.

The assessor will review the RPL application together with the submitted evidence. The assessor will identify any significant gaps which could adversely impact the RPL process and support the student in gathering the required documentation.

The next step involves the practical assessment tasks as required against the applicable unit of competence. This may not be required for all units and is outlined for the assessor in the relevant assessment tool.

Following the practical assessment, the assessor gathers verbal evidence via a competency conversation. The applicable assessment questions are mapped against the relevant unit of competence.

The assessor then collects the third-party evidence via contact with a professional referee to confirm competency.

Assessment Outcome

Candidates are advised of the assessment outcome together with any gaps which have been identified during the assessment process. They have the opportunity to submit additional evidence or

to undertake a learning and assessment pathway. The assessor then reviews the additional evidence and determines the outcome. If the outcome remains not yet competent, a learning and assessment pathway enrolment is recommended.

The assessor completes the RPL Outcome document containing an overview of the RPL process against each unit included in the RPL application. This includes units with a Competent and a Not Yet Competent outcome. The assessor signs the document and allocates to the administration team for processing and certification if applicable.

Assessment Appeals

Candidates are informed of the availability of appeals of an assessment outcome in accordance with the Policy Complaints, Grievance and Appeals.

RPL for RLSSWA Trainers and Assessors

All RLSSWA trainers and assessor (VET and Community trainers) will complete the same RPL assessment pathway. In these instances the assessment process and outcome must be signed off by two assessors.

Version Control – Policy Recognition of Prior Learning			
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