

**Policy Statement**

EQUINOX COLLEGE offers Recognition of Prior Learning (RPL) to all students on enrolment and ensures that the process is structured to minimise time and cost to students. EQUINOX COLLEGE will provide information and support to help students gather the relevant evidence to support their claim for recognition of the competencies they have acquired. The procedure ensures that there will be written verification of the outcome and that proper records are kept in the student file.

**Scope**

This policy is applicable to all students in all vocational courses offered by EQUINOX COLLEGE.

The current policy is relevant to the following parties:

- Operations Manager
- Business Development Team
- Administration Staff
- Trainers and Assessors
- Training Coordinator
- Students

**Definitions**

<b>Currency</b>	...current unless otherwise stated in the assessment requirements is evidence being within the last 2 years for critical skills or licencing purposes and up to 5 years if there haven't been changes to the skills or knowledge base and or legislation changes that would affect the competency being assessed.
<b>Recognition of Current Competencies</b>	...applies if a student has previously successfully completed the requirements of a unit of competency and is now required to be reassessed to ensure competence is maintained. This is relevant for units of competency where licensing or ticket information is included in the skills area i.e. first aid or CPR.
<b>Recognition of Prior Learning</b>	...is the acknowledgement of past and current skills and knowledge that have been gained through formal or informal training, work, or life experiences into formal competencies. The RPL assessment is carried competencies as described by the relevant training package or accredited course.

**Policy**

1. Students who believe they already have the skills and knowledge required by some or all of the units in a qualification may seek to have their existing competency recognised through a formal RPL process. The RPL process involves the student gathering evidence from life, work and both formal and/or informal study experiences and matching it against the specific learning outcomes of individual units of competency. An EQUINOX COLLEGE Assessor will be appointed to assist the student with this process.
2. Where the qualified Assessor determines that the evidence is sufficient to demonstrate current competency against the unit requirements the student will be awarded the unit. In many cases this will mean the student can complete all or part of a qualification without needing to attend training – although training may be required where there are gaps in the students' knowledge and/or skills.
3. The student will need to provide evidence to demonstrate that they are currently competent against the endorsed industry competency standards (see also the currency definition current being within the last 2-5 years, 2 years for critical skills or licencing purposes or unless stated otherwise in the unit assessment requirements or changes to skills or knowledge base or legislation). The onus is on the student to provide sufficient evidence to satisfy the requirements of current competency.

Evidence could include:

- Subject Outlines from previous study
- Resume (Personal)
- Position Description that can be verified
- References from former employers that can be contacted
- Testimonials from clients
- Work samples

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- Relevant life experience,
- Relevant work experience

4. When assessing prior learning, EQUINOX COLLEGE shall at all times ensure that the evidence supplied by the student meets the 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 student's competency.
  - *Authenticity* - The assessor is assured that the evidence presented for assessment is the students 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.

5. EQUINOX COLLEGE shall at all times ensure that the Assessor completing assessment for prior learning (RPL) must have completed a TAE40116 Certificate IV in Training and Assessment OR equivalent assessment units, and:
- Have the relevant vocational competencies at the level they are assessing
  - Have a current trainer matrix and have the qualification listed
  - Have completed additional in-house training on how to use the RPL kits

**Procedure**

1. EQUINOX COLLEGE will recognise and assess a candidate's skills and knowledge (often gained over many years of work) with formal competencies as outlined in the Training Package and Standards for Registered Training Organisations.
2. Student indicates during enrolment or the Pre-Training Review process that they would like to apply for RPL use the EQUINOX COLLEGE RPL Discovery Call and Discovery Call Checklist to assist to make a decision whether RPL is a suitable assessment method for the student.
3. The Candidate is informed that the RPL enrolment period is for a maximum of three (3) months. If the three months lapses and the learner has not requested an enrolment extension, the candidates enrolment will automatically expire and a Statement of Attainment will be issued for units already assessment, subject to the full course fee being paid in full.
4. Enrolment process is finalised and student is informed about the fee to be paid.
5. Student meets with RPL Assessor to discuss the RPL process and is provided with an RPL kit for relevant qualification. Discussion about the types of evidence required will occur during this meeting, records of the meeting will be kept by the RPL assessor.
6. During the RPL process the applicant will complete the relevant information in the RPL kit and contact the RPL Assessor as required to clarify and ensure evidence satisfies the competency.
7. The RPL Assessors will assess the evidence against competency requirements as per the training package and determine whether RPL is granted or whether further evidence is required. Practical tasks or gap training may be scheduled.
8. If RPL is granted. All students must sign a record of RPL Declaration and a copy will be placed in the student's file. RPL outcome is entered onto a Training Plan by the RPL Assessors and the outcome.
9. Students are able to re-submit evidence twice, meaning a student is allowed three submissions.
10. All paperwork is submitted to Administration. The paperwork is audited and the RPL outcome is entered into Student Management System against the student. Qualification or Statement of Attainment issued
11. Students who are dissatisfied with the outcome of an application for RPL should access EQUINOX COLLEGE P.6.01 Complaints, Appeals and Feedback Policy

**Related Documentation**
**Policies and Procedures**

P.1.12 - Assessment Policy  
 P.1.06 – RPL Assessment Register  
 P.6.01 Complaints, Appeals and Feedback Policy

**Forms and Appendices**

F.1.03 – RPL Application  
 T.1.1.11 – RPL Assessment Kit Template

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