
RECOGNITION OF PRIOR LEARNING PROCEDURE 2.2.16

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| Document Title: | Recognition of Prior Learning Procedure 2.2.16 |
| Policy Owner: | Head of Education and Consulting |
| Policy approved by: | CEO |
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ALZHEIMER'S WA

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Policy Statement

This procedure describes the process for recognizing the existing skills, knowledge and experience of training participants. A minimum of six (6) months of relevant experience is required and the experience cited as evidence must be from the last five (5) years.

The procedure is initiated by a participants' request for Recognition of Prior Learning.

Scope

This procedure only applies to participants enrolled with Alzheimer's WA RTO in an Accredited Training courses currently on scope.

Underpinning Principles/Guidelines

Procedure Steps

- If the student believes that, they are eligible for Recognition of Prior Learning they are encouraged by staff to begin the application as early as possible.
- 'Recognition of Prior Learning Application Forms' can be obtained from education personnel for interested participants. A meeting with the Trainer/Assessor is planned prior to commencement of RPL, to ensure the student is aware of the self-assessment process, requirements of evidence for RPL and fees associated with the RPL assessment process. The student is also informed at this stage, if the RPL process has not produced the required evidence of skills and knowledge for the student to be deemed competent, they will be required to complete the full unit of competency assessment process. The course fees apply.
- The fee for the RPL process is published on the webpage and will be no less than the cost of the unit.
- The student completes the 'Recognition of Prior Learning Application Form' and forwards it to the Manager, Education and Training, together with any documented evidence of prior experiences. Documented evidence can be in a variety of forms and may include qualifications and certificates of successful completion of other nationally recognised programs, references, samples of relevant work, and videos of relevant life or work experience. A comprehensive list of evidence examples is supplied to the student when requesting RPL.
- The trainer / Assessor may conduct a practical skills test at the student's workplace or suitable environment, to demonstrate the level of competence. This assessment is for skills that are required within the unit(s).
- The trainer / assessor may conduct an interview with the student to establish their knowledge and understanding of the knowledge evidence requirements of the unit(s)
- The Manager of Education and Training, will appoint a suitably qualified assessor from within the organization to validate the evidence submitted.
- Upon review of the material submitted it may become evident that whilst the applicant meets most of the requirements some gaps still remain. In this event the applicant will be asked to complete the missing gaps in whatever form is appropriate, e.g. written answer, discussion, workplace checklist.

- Applicants will be notified as soon as practicably possible of the outcome of the assessment process.
- If the application has been successful and the evidence provided meets the Unit of Competency and the Rules of Evidence, a Statement of Attainment or Testamur will be issued, whichever is applicable.
- If the application has been unsuccessful, applicants will be advised of this and the reasons why.
- Applicants who are not granted Recognition of Prior Learning, or who wish to challenge the amount of recognition awarded, may request further consideration. Appeals should be lodged with Alzheimer's WA, Education and Training Manager using the Appeals procedure.
- Applicants who appeal will be notified in writing of the outcome of the appeals process.
- Records of the Recognition of Prior Learning process and supporting evidence are maintained in the relevant file for the program.

Related Documents

- Standards for Registered Training Organisations 2015
- Student Handbook
- 2.2.1h Assessment Appeals Procedure
- 2.2.1g Complaints Procedure
- 2.2.16 Recognition of Prior Learning Application Procedure
- Recognition of Prior Learning Application Form

| Revision History | | | |
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| Date of Review | Summary of Revision | Revision Number | Revised By |
| Feb 2020 | Re-formatted and additional procedural steps | 1.0.1 | S Richards |
| Apr 2021 | Reformatting of document | 1.0.1 | Rachael Roberts |
| Aug 2021 | Change of document ownership | 1.0.1 | Rachael Roberts |