



RECOGNITION OF PRIOR LEARNING POLICY

RTO 22264

1. Introduction

1.1 Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and acknowledges, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other 'life' experiences.

2. Definitions

2.1 RPL is the process of equating an individual's prior learning to the learning outcomes offered by Kyabram P-12 College and is available to all individuals enrolled by Kyabram P-12 College.

3. Policy

3.1 Kyabram P-12 College ensures that individual's prior learning is recognised, irrespective of where or how the learning takes place.

4. Principles of Implementation

4.1 Individuals who are granted RPL will be:

- Issued with a 'Statement of Equivalence'
- Recorded as an 'Exemption' on student's statement of results.

4.2 There will be two types of RPL applications:

- Type A – standard exemptions/credit for previous formally recognised training
- Type B – recognition of work and life experiences, including non-formally recognised training.

4.3 Charges to be levied on Type B applications are as follows:

- Administration fee
- Assessment fee

Note (if appropriate) – these fees are fully/partially refundable on enrolment

4.4 Granting of RPL does not guarantee selection for entry into course.

4.5 RPL will be granted for:

- Modules where it can be substantiated that the applicant has achieved the key learning outcomes;
- Whole modules/units unless flexible delivery of individual learning outcomes within the module/unit is available.

4.6 Kyabram P-12 College will handle distributions of RPL applications forms.

Appendix to RPL Policy

1. Introduction

- 1.1 Detailed information and advice regarding courses is to be made available to all members of the public who believe that they may be eligible for RPL. This will require Kyabram P-12 College to provide a summary of the competencies involved in their courses.
- 1.2 Applications for RPL can be made at any time during the year. Applications for the following year close in the year prior
- 1.3 Applications for RPL may be made before or after a person enrolls in a course but must include the appropriate fee for the RPL assessment if required.
- 1.4 RPL may not be granted for less than a subject/module unless the subject or module is available in a self-paced module.

2. Procedures

2.1 Type A Application

- 2.1.1 Type A Application is an application for RPL where the basis of the credits applied for is previous accredited study completed at institutions which provide statements of results for the study completed.
- 2.1.2 The applicant is to make application on the appropriate form and provide all relevant information as determined by the RPL assessor.
- 2.1.3 The application is to be assessed by Kyabram P-12 College or the Applied Leading Teacher and RTO Compliance and a decision made as to whether the RPL can be granted.
- 2.1.4 A comparison will be made between the study completed by the student and the exemptions applied for. The student will be granted the exemption if the competencies achieved in the previous study are similar to the learning outcomes of an accredited program delivered by Kyabram P-12 College.
- 2.1.5 The time period since the previous study was completed will be taken into account when determining eligibility for credits. In normal circumstances, credits will not be given for study completed more than nine years prior to the application. Where credit is denied under this clause, the application will convert to a Type B application.

2.2 Type B Applications

- 2.2.1 A Type B Application is an application for RPL based on competencies achieved other than as described for a Type A Application.
- 2.2.2 The applicant is to make application on the appropriate form and provide all relevant information.

- 2.2.3 The applicant is to be assessed by Kyabram P-12 College, or the Principal and Applied Leading Teacher and RTO Compliance, and a decision made as to whether RPL can be granted,
- 2.2.4 If such a decision cannot be made, then the applicant may be required to provide more information, eg more details, verification of experience etc.
- 2.2.5 The applicant maybe invited to attend an interview with an RPL assessor and/or course expert and may be accompanied by his or her employer or friend.
- 2.2.6 The applicant may be invited to undertake a 'challenge' assessment.
- 2.2.7 An initial assessment and/or a request for further information will be made within 21 days of the receipt of the application.

2.3 Appeals

Any applicant may appeal in writing against a decision to the Assessment Panel of Kyabram P-12 College