

1 PURPOSE

The Recognition of Prior Learning Policy details the circumstances under which Recognition of Prior Learning (RPL) will be granted to students who enrol with Axial International College. The policy also includes the steps to be taken if the granting of RPL leads to a shortening of the student's course.

2 POLICY

Students can apply for Recognition of Prior Learning either during the application process or by discussion with their Trainer at the beginning of the course. To qualify as an RPL candidate, students must be able to demonstrate a history of at least 3 years employment in a role relevant to their enrolled qualification, and be able to demonstrate competence in all requirements of the units of competency for which they are applying. Competence can be demonstrated through a range of evidence such as employment records, job task sheets, sample work documents, photos, videos, third party testimonials and formal educational qualifications.

Students will be advised in writing of the RPL outcome. Students will be required to sign or otherwise accept this RPL notice. If RPL is granted which lead to a shortening of the course duration, Axial International College will advise the student of their new actual net course duration on the Confirmation of Enrolment and Written Agreement. In this instance, Axial International College is required to report the change in duration to the Department of Home Affairs via PRISMS under section 19 of the ESOS Act.

3 BEGINNING THE RPL PROCESS

1. If the student is identified as an RPL candidate, the student is issued with an RPL Evidence Guide, RPL Application and an RPL Evidence Checklist specific to their qualification.
2. The student is required to advise Axial if they feel they will be able to meet the evidence requirements.
3. If the student chooses to proceed with the RPL process, the trainer/assessor records the relevant units of competency on the Training and Assessment Report to indicate that RPL is planned for those units.
4. If the student decides that they are not able to meet the evidence requirements, the trainer/assessor should further discuss the student's experience and seek feedback from the current employer (if applicable) regarding the student's performance.

5. If the student and employer wish to progress the training/assessment at a faster rate than originally planned, the trainer is able to fast-track the student by providing further resources or more frequent training and assessment visits to allow the student to meet the assessment requirements for units of competency that match their previous experience.
6. Alternatively, the trainer/assessor may identify that the student has completed formal training and assessment that they were not aware could contribute to their qualification. In this instance, the trainer/assessor must advise the student to obtain their relevant Statement of Attainment or Certification as soon as possible. Students who are unable to locate their Statements of Attainment or Certificates should contact Axial Administration for advice on who they can contact, such as previous RTOs or ASQA.

4 PROGRESSING THE RPL PROCESS

(for students who have chosen to undertake the RPL pathway)

1. During subsequent RPL sessions, the trainer/assessor will monitor the student's RPL evidence gathering to ensure they are on track and collecting evidence that is suitable for the RPL process.
2. The RPL Kit for the student's qualification will assist the trainer to review the RPL evidence and provide feedback to the student on what is still required.
3. Some qualifications may require theoretical or practical challenge tests. If required, details should be provided to the student to begin preparations.
4. The trainer/assessor should retain evidence gathered to date and record the items received and progress in the relevant section of the RPL kit.

5 FINALISING THE RPL EVIDENCE GATHERING

1. Within a maximum of 6 months of the commencement of the RPL process, the student should have provided sufficient evidence for the trainer/assessor to finalise the review of the evidence.
2. The trainer/assessor will then determine a date/time to conduct any required challenge tests.
3. The trainer/assessor will arrange to contact the current and/or previous work supervisors to validate third party testimonials.
4. All records of evidence gathered, challenge tests, third party validations and any other evidence items must be recorded within the RPL kit and mapped to the relevant requirements for the unit of competency.

5. Once the RPL process has been finalised, the trainer/assessor must submit the full RPL kit and evidence gathered to Axial Administration for processing.
6. Axial Administration will validate to ensure that each piece of evidence listed in the RPL kit has been supplied.
7. RPL Results will then be recorded against the relevant units of competency and a letter issued to the student advising of the outcome and any change to the course duration.
8. The final decision will be logged in the VETtrak student management system and copies of all documentation will be stored in the student file.