

**Purpose**

This policy documents Axial Training’s responsibility to offer students recognition of prior learning.

**Scope**

The policy has been developed and implemented to support and provide clear instruction and guidance to program Candidates and Axial Personnel to define processes and parameters regarding the offering and conducting of RPL.

**Policy**

Axial Training is committed to providing up to date and relevant Recognition of Prior Learning (RPL) information to all students at enrolment and whilst enrolled. Axial Training staff will provide support and guidance regarding RPL enquiries in a timely manner.

The purpose of the RPL process is to ensure that an individual's prior learning, whether achieved through formal or informal training or through life/work experience, is appropriately recognised. RPL is available to all learners and will be undertaken in a manner that is fair and equitable.

It is accepted that RPL is an assessment of an individual’s current knowledge, skills and attitude even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL Assessor to use his/her professional judgment (based on Training Package Assessment Criteria in general and each Unit of Competency in particular) whether the evidence produced demonstrates current knowledge, skills and attitude required in the Training Package and Units of Competency.

Evidence may include but is not limited to:

- interview/professional conversation
- observation and questioning including workplace visits
- portfolio of work, which may include completed assessment items from previous study
- supplementary assessment tasks or challenge test (oral, written or practical)
- assessment where no training is involved
- trade test
- authentication of evidence by supervisor or employer

**RPL Risk Management**

The extent of recognition for prior learning may be up to one hundred percent. It is acknowledged that there is a higher risk associated with this degree of recognition. The amount of risk in the RPL process is directly related to the amount of evidence collected; the degree of rigour required; the number of assessors to be used; and the costs of implementing RPL processes. The general principle to be observed is that:

As the level of risk increases there should be a corresponding increase in the rigour of the RPL processes. This increased rigour can be achieved by requiring an applicant to provide more evidence of a higher quality and the involvement of more assessors to review the evidence to make the final assessment decision.

Outcomes of applications for RPL will be kept in the learner's record/ file and the assessment records adjusted to reflect an RPL result.

<b>Document Name</b>	RPL Policy and Procedure	<b>Next Review</b>	06/04/21
<b>Version Date</b>	06/04/20	<b>Page</b>	1 of 3
<b>Version</b>	1.0	<i>Controlled Document</i>	

After RPL is granted a student's course schedule must be reviewed and modified to reflect the changes and the new course completion date.

If the student is on a user choice contract the end date will not change and the RPL will need to be completed within a six (6) month time frame.

Unsuccessful applicants have a right to formally appeal the RPL assessment, through the Complaints and Appeals Policy and Procedure.

**RPL Procedure (more detailed information can be found in the RPL procedure document PR-TD-009-V2):**

1. Student to make an RPL enquiry to Axial training, an Axial staff member will direct the potential RPL client or enrolled student to the RPL application pack available from the RTO Administration team.
2. Axial Training will ensure that the RPL application pack contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statements of attainment or qualifications.
3. Axial Training will provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.
4. An Assessor will be assigned who will then process the portfolio and work with the student to gather as much evidence as possible for the RPL.
5. The assessor will then make an RPL assessment judgment which will be recorded on the learners file
6. Assessor will provide all completed RPL Evidence guides and relevant evidence to the administration team who will then place them on file in Vettrack and other systems that are required
7. All decisions shall be recorded, if applicable statements of attainment or qualifications will be issued as soon as practicable.
8. If the RPL is declined the learner can appeal using the appeals process available to them through Axial Training.

### Review

This procedure is to be reviewed on an annual basis and/or after feedback relating to this procedure, where required.

**Related documents**

- All Axial policies and procedures
- All Axial forms
- Standards for registered training organisations 2015
- State and Territory contract and / or regulations

<b>Document Name</b>	RPL Policy and Procedure	<b>Next Review</b>	06/04/21
<b>Version Date</b>	06/04/20	<b>Page</b>	2 of 3
<b>Version</b>	1.0	<i>Controlled Document</i>	

**RPL Flow Chart**



<b>Document Name</b>	RPL Policy and Procedure	<b>Next Review</b>	06/04/21
<b>Version Date</b>	06/04/20	<b>Page</b>	3 of 3
<b>Version</b>	1.0	<i>Controlled Document</i>	