



## RPL INFORMATION KIT

### SNR 15.5

#### **Assessment including Recognition of Prior Learning (RPL):**

- a) meets the requirements of the relevant Training Package or accredited course
- b) is conducted in accordance with the principles of assessment and the rules of evidence
- c) meets workplace and, where relevant, regulatory requirements
- d) is systematically validated

#### **Recognition Process will be:**

**Valid** – it will measure what it is intended to measure

**Reliable** – it will provide consistent results in given contexts

**Fair** – it will not disadvantage any individual and allows the individual to appeal the result

**Flexible** – it can be adapted to meet different workplace contexts or special needs of individuals

### Introduction

Students undertaking training are able to apply to for

- ☞ Recognition of Prior Learning (RPL).
- ☞ Recognition of current competencies
- ☞ National Recognition

These exemptions will be granted when all the stated learning outcomes and performance criteria of the training courses have been shown to be met. This Information Kit is designed to guide applicants through the various steps that are involved in the process.

International students have additional considerations when applying for RPL. International students are advised that where this recognition is issued prior to the issue of a Visa, then the period of your Visa will be reduced to compensate. Where RPL is granted after the Visa has been issued, then Australian Academy of Management & Science are required to maintain full study load with supplementary materials and supervised study.

#### **How can prior learning be recognised?**

Every training course contains a set of learning outcomes and associated performance criteria that must be assessed before a participant will be deemed competent. In broad terms, the process involves matching what participants already know and can do with the learning outcomes of the unit of competence.

This recognition process enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

#### **Who can apply**

All training participants can apply if they think prior learning and experience mean you can provide evidence to show that you are already competent in the learning outcomes of the training course.

#### **Benefits of RPL/ RCC/ National recognition:**

- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the candidates' current competence in comparison to the stated standards of competence required
- The process can clarify what relevant skills the participant does and does not possess so that the learning program can be tailored accordingly



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### How do you show evidence of competencies gained via prior learning?

There are many ways that you can show evidence of the competencies you hold. Exemption can only be granted on current evidence, that is, work that has been completed within the last two years.

Following are a few examples of the ways evidence can be provided. You will need to include a variety of these in your application form.

#### Education and training (RPL)

- Formal, accredited and informal training
- Copies of certificates, qualifications, etc from other courses, College or tertiary results
- Statements outlining courses and or study that you have undertaken and the learning outcomes/ competencies from these
- Note that the courses on offer have many units available: we have selected only the ones we wish to offer. It may be that some of your course will map to other units within the National Training Package. Talk this through with the Head of Studies if you wish to have other units considered.

#### Work related experience (RCC)

- Positions held in the workforce
- Resume of work experience which may include reports from work colleagues
- Copies of any statements, references or articles about your employment or community involvement
- Relevant samples of work

#### Life experiences

- Industry involvement
- Relevant work or other experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

*Please remember, the above are only examples. You should provide all the documentation that you can which clearly shows evidence of the competencies you hold.*

#### Guidelines for credit transfer:

- Credit transfer is directly related to competencies gained
- Credit transfer procedures require documentation of competencies so that they can be matched with the outcomes of a training course
- It is recommended that credit transfer should only apply to modules of work that are up-to-date. Therefore modules of work completed more than two years previously should not be eligible for credit transfer.

#### Recognition of prior learning procedure

- If you consider that you have already acquired the learning outcomes of a training course that is offered by Australian Academy of Management & Science, you may formally apply to have these skills recognised.

The Assessment can only be carried out through you providing evidence of the relevant competencies that you believe you hold. This is through completing the application form and forwarding this along with the required fee (See Fee Schedule for amount).

The following sequential process has been established as the procedure to be followed by an applicant who wishes to obtain credit of prior learning or current competencies.



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## Procedures:

### Step 1 – request

1. Applicants who consider applying for recognition will contact Australian Academy of Management & Science, who will provide this information package and advice to the applicant.

### Step 2 – complete application and return it to Australian Academy of Management & Science

1. Applicants will utilise the information contained within this information kit to conduct a self-assessment against the selected training course learning outcomes.
2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.
3. Applicants will need to gather all relevant supporting documentation and complete the application form with honest, clear, complete and concise information.
4. The completed application form with certified copies of supporting documentation will then be forwarded to the Director of Studies at Australian Academy of Management & Science who will assess the application.

### Step 3 – assessment

On receipt of the application, the Course Leader will determine the completeness and relevance of the documentation. The applicant will be advised of:

- acceptance of the application; or
  - deficiencies that must be rectified or addressed before the application can proceed
1. The Course Leader will compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements. The Course Leader will check that the evidence submitted conforms to the principles of evidence:
    - Validity (is the evidence relevant?)
    - Sufficiency (is there enough evidence?)
    - Authenticity (is the evidence a true reflection of the candidate?)
    - Currency (is the evidence recent – obtained within 2 years?)
  2. In the event of partial completion of the learning outcomes, the Course Leader should outline which performance criteria still needs to be assessed, and preferably what evidence is still required

#### Options may include:

- Supply further supporting documentation
- Complete the assessment activity portfolio
- Complete individual modules of the appropriate training course

#### Process of RPL

- Application → Course leader to review → approval or denial signed by Principal → Student  
 Services to advise CEO → who will amend VETTrak and COE to reflect RPL granted → it advised.
3. The Institute will keep records of all applications for seven years on the student file



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### Step 4 – notification

Australian Academy of Management & Science will notify the applicant of the decision and the reasons for the decision within 2 weeks of receiving the application.

The applicant is required to sign as indication of acceptance of RPL outcomes and return the signed document to Australian Academy of Management & Science.

### Step 5 – appeal

The applicant has the right to appeal the Course Leaders decision, if they believe the decision is unfair, unjust or if the Course Leader has misinterpreted the evidence.

In the case of an appeal, a new assessor will be assigned to review all material available and make a decision with one or two possible outcomes:

- grant recognition
- deny recognition

Once again, the review assessor will notify the applicant of the decision within two weeks of receiving the appeal.

The decision of the RPL review assessor will be final. If you are unhappy with the decision, you may contact the Industry Skills Council for an independent opinion.

### Step 6 - Audit

For audit purposes Australian Academy of Management and Science will archive: -- Outcome of recognition process -- Samples of evidence presented -- If recognition not given, reasons why -- Action plan for individual to address the gaps identified in the assessment -- Details of appeals and results