



RPL Procedure - VET

Pines Learning Recognition of Prior Learning (RPL)

Scope:

This procedure relates to all accredited qualifications offered by Pines Learning.

Background:

Pines Learning offers a formal structure for those seeking RPL for all qualifications on scope. The option of seeking RPL is discussed at all Information Sessions for accredited courses, and is widely promoted to potential candidates.

Definitions:

RPL - Recognition of Prior Learning is the acknowledgement of the full range of an individual's skills and knowledge, irrespective of how it has been acquired. It recognises what a person has already learnt from other courses, from life experience, from work experience, and from any training provided at work. These skills and knowledge are then measured against the specified criteria in the selected unit/s of competency. If pre-acquired skills and knowledge match all of the requirements of a unit, and if sufficient evidence is provided, the candidate will receive credit for that unit.

Related Policies/Procedures:

Candidates seeking recognition of units obtained at another RTO should refer to the:

National recognition direct credit transfer procedure – VET

Procedure:		Responsible party
1	Marketing of RPL	
i	Prospective candidates are made aware of the option to seek RPL by one or more of the following: <ul style="list-style-type: none"> • RPL option in Pines Learning brochure or website • Flyers and email campaigns distributed to industry • Details of RPL options presented and discussed at Information Sessions for all qualifications on scope 	Training Support Officer/ Coordinator
2	Eligibility for the RPL process	
i	A candidate who expresses interest in the RPL process will be interviewed by the relevant Coordinator to determine eligibility/suitability. The candidate will be required to complete a pre-enrolment questionnaire, and a short assessment of existing knowledge. The information provided will aid the Coordinator in determining suitability for RPL. The options available will depend on the outcome of this interview, and a recommendation will be made by the Coordinator. The Coordinator will only offer enrolment for RPL if the candidate can demonstrate that they have current industry experience and will be able to provide sufficient evidence of competency.	Coordinator
ii	As a guide, a candidate should have least 18 months relevant and current paid or unpaid work in the industry if applying for RPL. It is required that the candidate is currently employed in the industry so they have access to current processes and procedures, and can obtain a third party report. As a guide, for a third party report to be considered as valid evidence it must be completed by a suitably qualified person who has observed the candidate working at the required level, ideally over a period of at least six months.	Coordinator
iii	A candidate has the option of completing some or all of a qualification via RPL. Those who aim to complete some units via RPL will follow Option 1 in Section 3 below. Those who plan to complete all unit via RPL will follow Option 2 in Section 4 below.	Coordinator
3	Option 1 – Enrolment in standard course and complete some units via RPL	Coordinator
i	The candidate will be enrolled in the course as per the standard pre-enrolment and pre-training procedure.	
ii	Any alteration to the standard enrolment fee will be advised and adjusted in the candidate's fee agreement.	



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iii	The Coordinator will meet with the candidate to create an Individual Training Plan which reflects how each unit will be completed.	
iv	The coordinator will supply the candidate with an RPL Kit to guide them in collecting evidence for their RPL submission. The candidate will also be offered the opportunity of a further meeting with the Coordinator to provide assistance as they gather evidence.	Coordinator
v	The candidate will attend any scheduled classes for units that are not to be assessed via RPL. These units will be assessed in accordance with the standard assessment methods for the course, as set out in the Training Manual and Placement manual.	Trainer/Assessor
vi	All trainers for the course will be advised of which classes the candidate is not required to attend, and which units do not require assessment.	Coordinator
vii	The candidate will be given support in completing the RPL submission by the Coordinator, and by trainers at scheduled Study Support sessions. One-on-one sessions with a trainer may be provided if required.	Trainer/Coordinator
viii	The candidate will submit their RPL evidence within the agreed timeframe.	Candidate
ix	If the candidate is not able to provide sufficient evidence of competency for any units the Coordinator will arrange a meeting to discuss options available, such as workplace assessment, gap training, or attending classes.	Coordinator
x	The candidate will complete any units, for those they are not seeking RPL for, in accordance with their Individual Training plan.	Candidate
xi	When all units have been successfully completed, the testamur will be issued indicating the assessment outcome as either "C" Competent, or "RPL" for those units completed via RPL.	Coordinator
3	Option 2 – Enrolment in specific RPL course	
i	The candidate will enrol in the RPL course as per the standard pre-enrolment and pre-training procedure.	Candidate
ii	Any alteration to the standard enrolment fee will be advised and adjusted in the candidate's fee agreement.	Coordinator
iii	The Coordinator will meet with the candidate to create an Individual Training Plan and will supply the candidate with an RPL Kit to guide them in collecting evidence for their RPL submission.	Coordinator
iv	The candidate will be given support in completing the RPL submission by the Coordinator, and by trainers at scheduled Study Support sessions. One-on-one sessions with a trainer may be provided if required.	Trainer/Coordinator
v	The candidate will submit their RPL submission within the agreed timeframe.	Candidate
vi	If the candidate is not able to provide sufficient evidence of competency the Coordinator will arrange a meeting to discuss options available, such as workplace assessment, gap training, or attending classes.	Coordinator