

RECOGNITION OF PRIOR LEARNING (RPL) POLICY & PROCEDURE

Policy Purpose: A student may apply for RPL if they are studying a Professional Training Program at Nature Care College. The purpose of RPL is to allow a student's knowledge and skills achieved through formal or informal courses of study, work experience or life experience to be assessed.

Policy Scope: All students applying for RPL.

Policy Content: Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the Australian Quality Training Framework, competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience.

In order to grant RPL, the assessor must be confident that the applicant is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework accredited courses. Nature Care College needs to be able to assess three criteria in the RPL application:

- 1) the level of learning
- 2) the quality of the learning
- 3) the currency of the learning.

The evidence provided for the RPL application may take a variety of forms and could include certification, academic transcripts, course outlines, letters from employers, testimonials from clients etc (please refer to the RPL Guide for detailed information on evidence). The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

Applicants who wish to apply for RPL for clinical training need to ensure that all pre-requisites have been completed. Applicants will be asked to provide details of clinical practice, work experience and case studies which show how each of the learning outcomes and performance criteria of clinic training have been met. They may be asked to participate in a designated number of clinic sessions to allow an assessor/clinic supervisor to evaluate their skills and knowledge against the assessment criteria relevant to clinic training.

Procedure Process: RPL is for students wishing to study a Professional Training Program at Nature Care College. If a student does not wish to study a Professional Training Program, yet they want to enrol in a unit of study that has pre and/or co-requisites and they have completed these pre and/or co-requisites elsewhere, they need to refer to the *"Waiver of Pre & Co-Requisites Policy & Procedure"*.

If a student wishes to study a Professional Training Program at Nature Care College and they have fully completed a nationally endorsed Training Package and Australian Qualifications Framework (AQF) accredited qualification or unit of competency from a recognised Registered Training Organisation, they need to refer to the *"National Recognition, Recognition of Current Competencies and Credit Transfer Policy & Procedure"*.

If a student wishes to study a Professional Training Program at Nature Care College and they have completed studies in the last 10 years with a recognised higher education provider within Australia, they need to refer to the *"National Recognition, Recognition of Current Competencies and Credit Transfer Policy & Procedure"*.

Applications for RPL must be submitted four weeks before the commencement of the unit of study for which RPL is being sought. Though RPL applications will be accepted up till the first class of the unit of study, Nature Care College will not accept responsibility for any delays in study brought about by a late submission. Students need to continue attending classes until a final decision is made on their RPL application. All applicants will be notified of the outcome in writing. Students receiving VET Fee-Help will be notified of the outcome of their application however their RPL confirmation letter won't be issued until after the census date for that term.

No faxed or emailed applications will be accepted.

Special RPL requirements apply for overseas students under CRICOS so International Students must speak with the International Course Advisor prior to applying for RPL.

Anyone may submit an application for RPL however International Students who are granted RPL may find the duration of their course has been considerably shortened.

All successful International Student RPL applicants will be provided with a Student Confirmation of Successful RPL Application Form which is to be signed by the student and kept on their file.

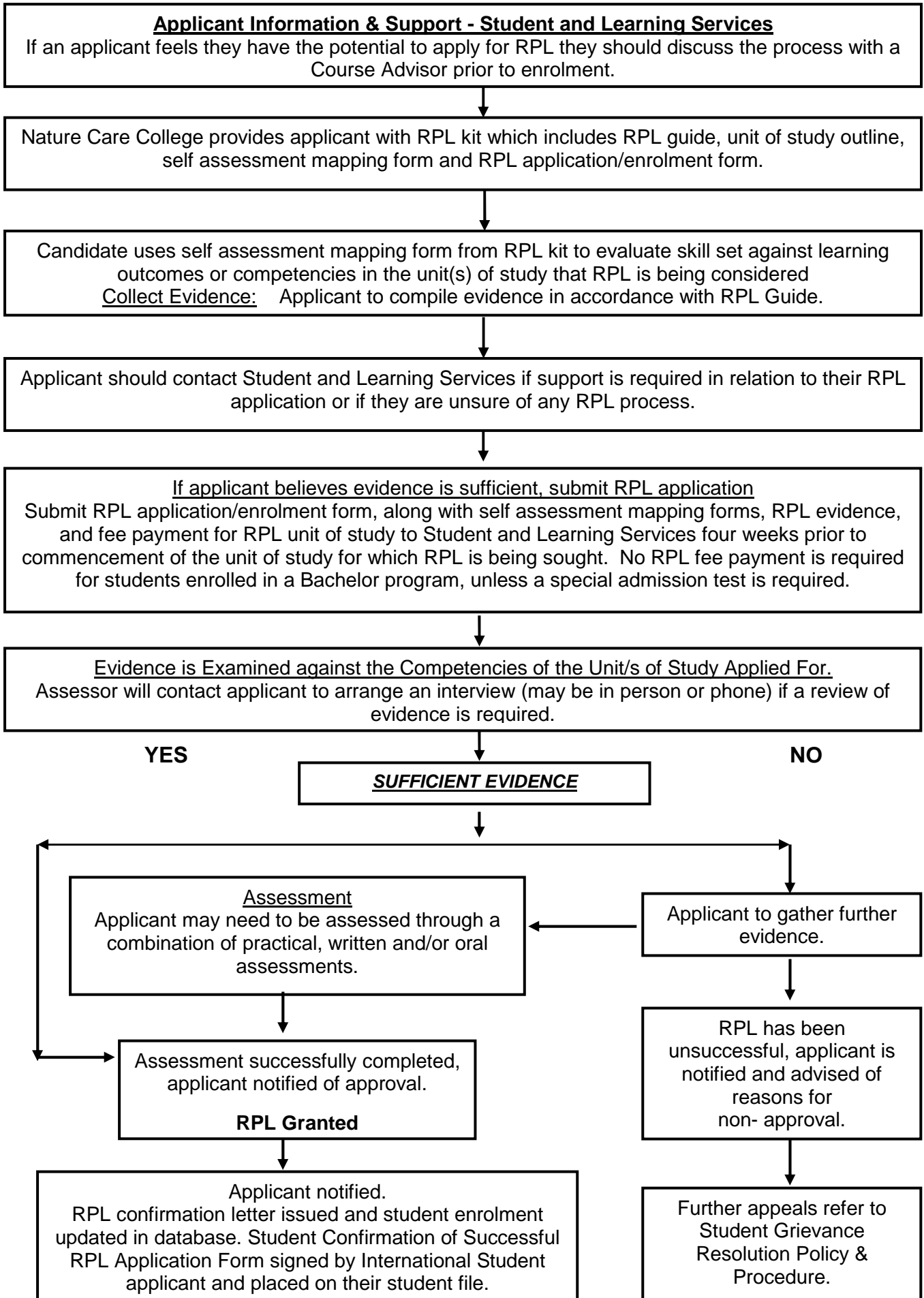
International students must always be enrolled in a full-time study load of 20 hours per week.

As per Standard 12.2 of the National Code 2007, If Nature Care College grants an International Student course credit which leads to a shortening of the International Student's course, the College will:

- If the course credit is granted before the student visa grant, indicate in writing the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
- If the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 9 of the ESOS Act.

Please see next page for RPL Flowchart.

Recognition of Prior Learning (RPL) Flowchart



Publication (please tick)

This policy & procedure is published on Nature Care College's website to ensure prospective students, current students and staff can access information publicly available to them.

OR

This policy & procedure is for internal office use only and can be accessed on the NCC N Drive or via the Policy and Procedure Manuals.

Responsibility:	Director of Education
Record Management:	RPL Guide, Self Assessment Mapping Forms, Evidence Checklist, RPL Application/Enrolment Form Student File Student Database Student Confirmation of Successful RPL Application Form
Reference:	Glossary of Terms
Policy Developed by:	Assessment Compliance Coordinator, Student & Learning Services Manager, Senior RPL Assessor
Policy Approved by:	Directors
Policy Complies with Relevant Legislation	AQTF 2007, ESOS & National Code 2007 Higher Education Support Act 2003 Higher Education Guidelines
Version Number:	V16/6/11
Policy Revision Record:	Policy Implementation Date: 11/06/09 Policy Revised: 16/6/11

Quality Outcomes:

By removing duplication of learning, students are encouraged to continue upgrading their skills and knowledge through recognised education and training towards formal qualifications and improved employment outcomes.