



## **Recognition of Prior Learning (RPL) Policy and Procedure**

### **Policy Purpose:**

The purpose of Recognition of Prior Learning (RPL) is to allow a learner's education, training, knowledge and skills to be assessed and reviewed for academic credit towards a Nature Care College course program.

### **Policy Scope:**

The RPL policy applies to all learners enrolling into the following course programs:

- Advanced Practitioner of Clinical Western Herbal Medicine
- Advanced Practitioner of Clinical Nutrition
- Advanced Practitioner of Clinical Naturopathy
- Advanced Practitioner of Homeopathic Therapeutics

### **Policy Content:**

Recognition of Prior Learning (RPL) means recognition of skills currently held. This includes through any combination of formal or informal training and education, work experience or general life experience.

In order to grant RPL, the Nature Care College assessor must be confident that the applicant is currently competent against the recognised industry standards and outcomes specified in the course program.

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.

Nature Care College is applying a recognition process that compares the skills and knowledge that has been learned against the current learning outcomes of subjects within the course program.

The evidence provided for the RPL application may take a variety of forms and can include certification, academic transcripts, course outlines, letters from employers etc. The assessor must ensure that the evidence is authentic, valid, current and sufficient.

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



## **Procedure Process:**

Learners are required to review and assess the Nature Care College Course Outline, Subject Outlines & Learning Outcomes that they are seeking RPL for. The purpose of this is to provide assurance for Learners that they will be academically able to fulfil the balance of the studies within the Course Program.

Learners decisions to make:

- Do they have the skills and knowledge to match the learning outcomes for the subject?
- Could they produce enough evidence for complete recognition?
- Are they confident enough to pass a challenge exam or complete any required tasks?
- If the answer is Learners are guided to submit an RPL application.

## **RPL Evidence & Requirements**

Learners need to have sufficient evidence to demonstrate their ability to meet the learning outcomes. This evidence must be current and not more than ten years old.

For RPL for formal studies, documentation submitted with the application must include the additional following documentation:

- Certified copies of all academic transcripts/record of results
- The qualification outline or description for the qualification seeking credit
- The subject outline/unit of study outline and learning outcomes the applicant is seeking credit for

Other examples of evidence Learners may wish to include supporting the RPL application:

- Detailed curriculum vitae
- Statements of Attainment
- Details of clinical experience
- Third-party reports – examples of third-party evidence include
  - written statements from managers, previous or current employers, colleagues or professional practitioners and references from clients
- Statement from an accountant relating to work details

## **Challenge Assessments**

If learners cannot provide enough evidence for the college to assess the RPL application, we may recommend a 'challenge assessment' to enable learners to prove competency.

- Learners must achieve a minimum results of 80% for all theory challenge assessments in order to be granted RPL for a subject.
- The fee for each theory challenge assessment is \$75.



Applications for RPL are to be submitted by completing the 'Application for RPL Guide and Application Form. It is recommended that Learners submit the application four weeks before the commencement of a subject or course program.

### **Recognition of Prior Learning Assessment Application Fees**

There are no upfront RPL fees, upon submission of an RPL Guide and Application Form a one off \$100 non-refundable fee is payable regardless of how many subjects a learner is submitting recognition for.

**Learners are encouraged to contact** Student and Learning Services on (02) 8423-8333 or via email [info@naturecare.com.au](mailto:info@naturecare.com.au) if they need support through the RPL process.

**Quality Outcome:** To ensure the RPL process is fairly and equitably assessed for all learners to meet the course program requirements