

## POLICY

<b>Recognition of Prior Learning (RPL)</b>			
Standard 1	STD 1 Clause 1.12	Policy No.	<b>RTO.S1-POL-019</b>
		Related Procedure No.	<b>RTO.S1-PRO-019</b>
Policy Owner	Ferne Robinson, Compliance Manager		
Scope	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
Date of approval	26.09.19	Review Date	26.09.21
Change Control	Review of policy as part of continuous improvement		
Version No.	1.1 (Initial version)		
Related Policies	Training and Assessment Staff Policy Credit Transfer Policy Conduct Assessment Policy		

### 1. Overview

Recognition of prior learning, also referred to as RPL, is the formal acknowledgement of a person's current skills and knowledge, no matter how, when or where the learning occurred. The recognition gained may considerably reduce the study time needed to get a qualification.

Risk Management Training Solutions (RMTS) is committed to recognising the skills, past experience and/or Qualifications or units of competency already achieved by a learner through a recognition of prior learning process.

## 2. Policy

- 2.1 All Participants are provided with access to RPL information by speaking with Risk Management Training Solutions staff, talking to their trainer, accessing website information, reading the Participant handbook and referencing promotional material.
- 2.2 RMTS will only provide recognition of prior learning (RPL) for the unit/s of competency within the Qualifications they have listed on their current scope of registration and are delivering.
- 2.3 RPL can take place at any time during a participant's training and preferably identified at the commencement.
- 2.4 All Participants are required to submit an application for RPL assessment.
- 2.5 Successful applicants will be notified of their suitability to undertake a recognition of prior learning process for the relevant unit/s of competency or Qualification and will proceed to enrolment if not already enrolled.
- 2.6 Applicants deemed not suitable for an assessment only pathway (RPL) will be advised the reasons for the decision and steps they can take, including appeal mechanisms and gap training. Applicants will proceed to enrolment if not already enrolled.
- 2.7 RPL assessment will be conducted in line with the principals of assessment outlined in the Conduct Assessment Policy and all assessments will be conducted with the same rigor as any other form of assessment.
- 2.8 An entire qualification can be achieved through an RPL process.
- 2.9 All evidence provided by the participant and used during the recognition process to make a determination will be maintained on the participant's hardcopy and/or electronic file.
- 2.10 Results of a recognition outcome (RPL granted or RPL not granted) will be recorded in the student management system and will form part of data reporting and qualification issuance process.

## 3. Definitions

**Recognition of Prior Learning (RPL)** - means an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree)



- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to attainment of an AQF Qualification or Statement of Attainment (e.g. in-house training, professional development programs conducted by an employer); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (e.g. acquisition of interpersonal skills developed through several years as a sales representative).

#### 4. References

Standards for Registered Training Organisations (RTOs) 2015  
Standard 1 - Clause 1.12