



Recognition of Prior Learning Procedure

Procedure

1. If a student wishes to apply for RPL, they must consult with the Academic Team who will provide them with information on RPL process and the type of evidence required in order for them to be assessed. The candidate will be provided guidance from an Assessor on the validity or sufficiency of evidence throughout the process.
2. The evidence to be provided may include former work history, job descriptions, examples of workplace activities and practices, references from past employers, documentation, certificates or evidence of attendance at seminars etc.
3. Candidates should think carefully about what expertise they have acquired over time, in particular whether they have 'depth' of knowledge and/or strong skills in specific areas. (In most cases, national Units of Competency will require more than just a basic or introductory knowledge of an area.)
4. If the student/learner wishes to continue, they will be requested to complete an application form for RPL with accompanying evidence and pay the required fees of 30% of the cost of the unit plus the RPL non-refundable administration fee of \$250. The student will also be notified at this point and prior to acceptance of any payment that shortening of the course may result in the requirement to make an adjustment to the student's eCoE in PRISMS to indicate the shorter study period and/or earlier completion date.
5. The form should be completed and submitted 21 days prior to the commencement of the course with all evidence required which must be certified by a Justice of the Peace or a Commissioner for Affidavits.
6. On receiving the completed form from the student/learner, the student/learner will be requested to:
 - Arrange an interview with the Assessor appointed by Greenwich English College Pty Ltd in order to discuss their application and its potential outcome. At the interview with the candidate, the assessor will make a preliminary assessment of the type of evidence supplied by the candidate, and if further evidence or further assessment is required, the candidate will be advised.
7. The trainer/assessor appointed by Greenwich English College Pty Ltd will complete a mapping of the evidence provided by student to the elements and competencies for the course to which they are wishing to apply credit and will make an assessment on the outcome of the application.

8. The RPL assessment will include the verification of the currency, equivalency, and authenticity of the documents submitted. Greenwich will contact the conferring institution to validate the claims of the candidate. All claimed work experience must be relevant to the qualification and should be within the last five years of the date of application. Candidates must provide Statements of Service on official company letterhead providing contact details of the employer. Past employers are contacted to verify work experience on a case-by-case basis.
9. This evidence will be assessed, and if necessary, an interview will be held during which the candidate may provide additional evidence of the relevant competencies or demonstrate the relevant skills. The assessment process occurs in consultation with a Trainer/Assessor. Upon completion of the assessment process, a Greenwich representative will provide a written notification explaining the units for which credit has been granted, and those which have been declined and why.
10. The outcome of the assessment will be documented on the application form, and advised to the student/learner in writing. Copies of all relevant documentation will be saved in student file.
11. If the candidate is dissatisfied with the outcome, they have the option to appeal against the decision, but must do so within ten (10) working days of the date nominated on the written notification. For more information, refer to the Assessment Appeals Policy.
12. In the case of an appeal, if the candidate is currently enrolled, they should undertake all scheduled units until the written notification is received, and until they have signed and returned the written notice to the Student Services representative.
13. If the RPL or course credit is granted which reduces the overseas student's course length, Greenwich English College Pty Ltd will inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course and any changes will be reported in PRISMS if RPL or course credit are granted after the overseas student's visa is granted..
14. All records of applications, evidence and outcomes will be kept and Greenwich English College Pty Ltd will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student. This will include records of communications with students and all details regarding any appeals made.

Assessment Methods

When assessing RPL, the assessment methods should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These may include:

- consideration of all applicable documentary evidence provided which may include; third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the units of competency of the relevant qualification.
- Questioning (oral or written).
- Observation of performance in work based and/or simulated environments.
- Participation in structured skills and knowledge assessment activities.

When assessing RPL applications the assessor must, evaluate the evidence giving consideration to:

- Authenticity – relates to making sure the evidence is from or of the candidate and not another person. The assessor needs to be satisfied that the evidence gathered is the candidate's own work. Evidence of this may be provided through third party letters of authentication and statutory declarations.
- Validity - ensure that the evidence relates clearly and directly to the elements within the unit of competency or subject.
- Quality – closely related to authenticity it requires the assessor to look at the credibility of the material being offered as proof. This does not mean that material should be excluded; simply that some will not demonstrate quality to the same standard as others and may require additional support.
- Sufficiency – relates to the amount of evidence collected.

There are four (4) types of evidence that may be considered:

1. direct evidence - questions undertaken with our assessor, observations in the workplace by our assessor.
2. Indirect evidence – statements by the applicants' employer regarding work performance (written or verbal); samples of work; performance appraisals.
3. Personal statements – details outlining the functions the applicant undertakes and work activities.
4. Supplementary evidence – any further information the applicant may provide.
 - Currency – relates to the age of collected evidence, Greenwich requires evidence to be not older than five years.
 - Relevance – the material that is cited is applicable to the unit of competency, unit of study or qualification being sought.

Time limits for assessment process

Applications for recognition of prior learning will normally be reviewed within ten (10) working days, providing all necessary documents have been submitted. A longer period may be required at peak enrolment times or if additional evidence is required.

Limits on RPL Credit

Credit entitlements will have an impact on the structure and perhaps the nominal length of the qualification. No two cases are the same, so candidates will need to discuss their special circumstances with the Academic team.

Please note:

- a) Enrolled students will not be issued formal documentation of the RPL credits at the time of notification. This will be recorded on the AQF documents issued to the student at course completion.
- b) It is very important for candidates to understand that they may not be successful in all that they request within their RPL application. Greenwich's assessors carry an

obligation to be sure the applicants can currently demonstrate all aspects of the national units of competency applicable.

References

Standards for Registered Training Organisations 2015
Credit Transfer Procedure

Definitions

Word/Term	Definition
Recognition of Prior Learning (RPL)	Is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for course credit. RPL is applied at the unit of competency level.
Formal Learning	Is the learning that takes place through a structured program of learning delivered by a registered education provider, and which leads to the full or partial achievement of an officially accredited qualification.
Informal Learning	Is learning gained through work, social, family, hobby or leisure activities and experiences.
Non-formal Learning	Refers to learning that takes place through a structured program of learning but does not directly lead to full or partial achievement of an officially accredited qualification.
Currency	Relates to the applicant's ability to demonstrate current industry skills, knowledge and understanding, so the evidence provided should be from either the present or the very recent past (i.e. within the last 5 years).