

Name:	Domestic Student Recognition of Prior Learning Policy
Approved by:	General Manager –Group Quality, Accreditation & Compliance Manager
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Approved by:	General Manager – Greenwich English College
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Implementation Owner	Academic Manager
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Section 1 – Introduction

1) Purpose

The purpose of this document is to outline the policy and procedure for the management of applications for Recognition of Prior Learning by domestic students enrolled in courses delivered online.

2) Scope

This policy applies to all current and prospective students and to the staff of Greenwich engaged in the operations of the organisation in the VET sector.

Section 2 – Policy

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal, non-formal and informal learning and workplace experience to determine the level at which the individual meets the requirements specified in the Training Package or VET accredited course.

2.1 Principles

Greenwich is committed to maximizing the credit that students can gain for learning already undertaken.

2.2 Policy

Greenwich's approach to the granting of competency as a direct outcome of the recognition of prior learning does not unfairly advantage or disadvantage any existing or prospective student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing that the learning is current and relevant to the competencies within a unit of study applicable to the qualification in which they are or seek to be enrolled. These learning experiences include the individual's relevant formal, informal and non-formal learning, (refer to definitions in Section 4).

Applications for RPL will be considered on a case-by-case basis and in a timely manner to ensure that all candidates are able to make well-informed choices about study options, pathways and alternatives by taking into account the credit they can expect.

RPL is applied at the unit of competency level.

RPL assessment process and standard RPL fees will apply.

An upfront, non-refundable administrative fee of \$100.00 is charged for an RPL assessment. There is no limit to the amount of RPL that can be granted to any one student. A full qualification can be

attained in this way, and a special RPL fee would apply in such circumstances, based on 30% of the standard course cost as accepted at the time of enrolment.

If a student is successful in being granted RPL for a unit, they will be charged 30% of the cost of the unit (plus the RPL assessment fee of \$100).

If the student does not submit the application and complete the RPL process prior to commencement of study for a Unit of Study they may become liable for payment of the full fee for the subjects.

Candidates are required to complete the appropriate sections of the Application for RPL form and provide supportive evidence appropriate to the type of prior learning. This evidence will be assessed and, if necessary, an interview held during which the candidate may provide additional evidence of

the relevant competencies or demonstrate the relevant skills.

Greenwich reserves the right not to recognise part or all of any previous experience if the assessor believes that the competencies or knowledge demonstrated and recorded fall significantly short of the industry standard as stated within the relevant National Training Package or accredited course. In such a case, the candidate will be required to complete further training in the unit.

RPL is an assessment only process and as such the assessment fee does not include supplementary resources such as starter art kits. In the case of Credit Transfer students should refer to Greenwich's Credit Transfer Policy.

SECTION 3 – PROCEDURE

Applications for Recognition of Prior Learning (RPL) are commonly initiated by the student at the point of enrolment. An assessment team, including representatives from the Student Services team and the Education team, is created to undertake the RPL assessment process and is coordinated by the Student Services team. The Sales team may provide advice and feedback to the Candidate in relation to the process (if they are a new student enrolment). If an existing student, the Student Services team will be managing the communication with the student. The Trainer/Assessor will provide guidance on the validity or sufficiency of evidence throughout the process.

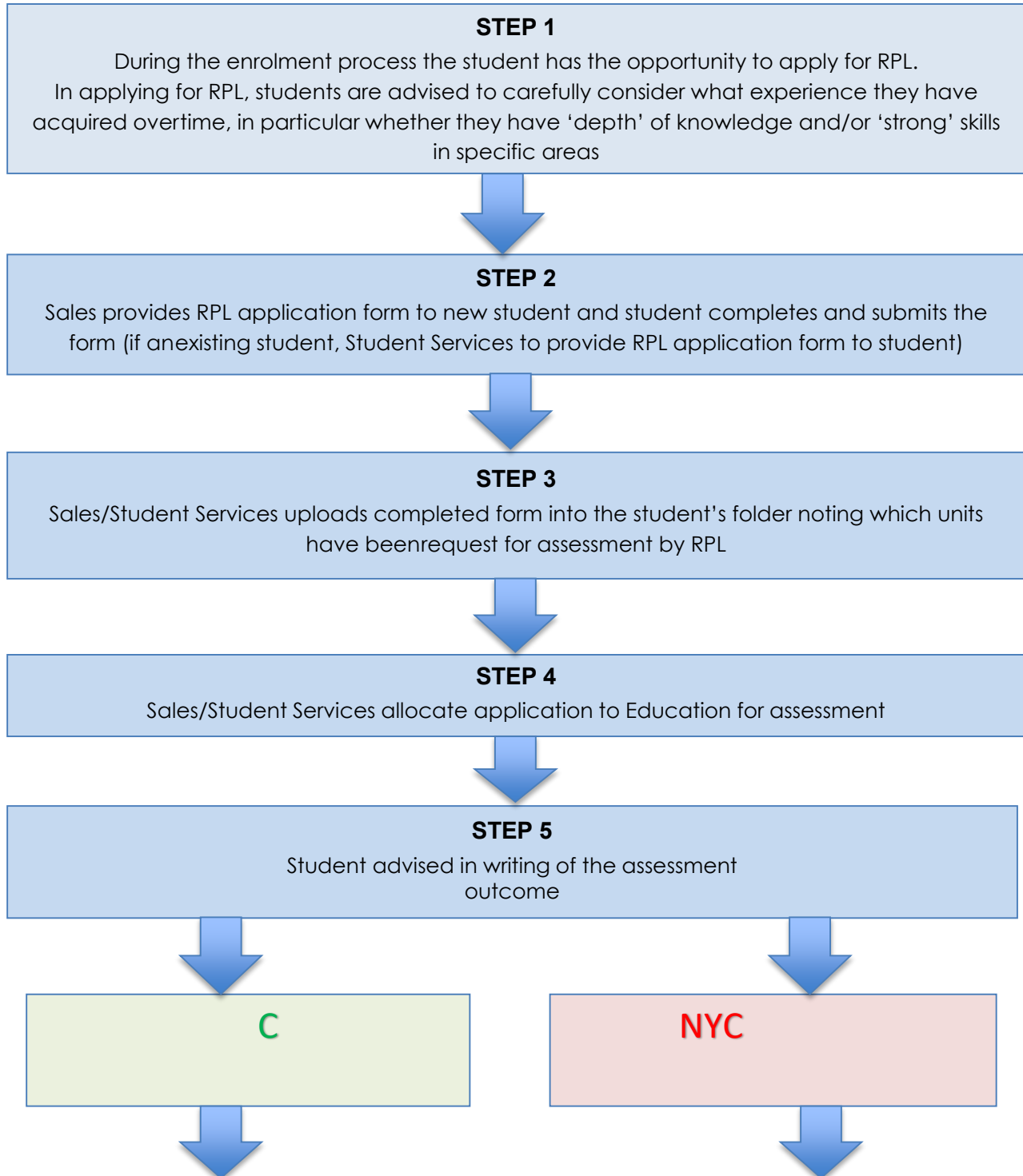
Candidates are encouraged to discuss any prior learning they may have with the Course Advisor and the Student Services team who can provide further guidance if needed in relation to the process shown below.

- a) 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.) The RPL application form has been developed to assist student's in this evaluative processes. The student should then consult with the Student Services representative. Advice will be provided in relation to the service fee that will apply.
- b) If the candidate wishes to proceed with the application, they should obtain an RPL application form from Sales (if they are a new student) and Student Services if they are an existing student.
- c) Once the application form has been completed by the candidate, it should be submitted to the Sales team as part of the enrolment process for prospective students or to the Student Services representative for current students. It is expected that such applications be completed and submitted a minimum of two weeks prior to the intended intake start date.
- d) Applications must be accompanied by original or certified copy documents (e.g. Awards, Statements of Attainment, subject descriptors from other education providers, work samples or letters on letterhead from current and/or previous employers.)
- e) 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.

- f) 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.
- g) 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.
- h) 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.
- i) The outcomes of the application will be recorded within Greenwich's student management system, and a soft copy of the submission documents retained within the candidate's electronic file as evidence of the assessment process.

1.1 RPL FORMAL ASSESSMENT PROCESS



STEP 6 (A)

Student record amended in student management system to show RPL awards for all applicable units

STEP 6 (B)

Student needs to undertake the unit/sof competency

2 SECTION 4 – 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.

2.1 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.

2.2 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 Sales or Student Services team.

2.2.1 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.

Publication

This procedure is published on the web sites of Greenwich to ensure students have up-to-date and accurate information publicly available to them.

Section 4 – Reference and Supporting Information

1) 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).

2) Supporting documentation

Document name	Document type	Location
Standards for Registered Training Organisations (RTO's) 2015	Legislative instrument	External
Credit Transfer Policy	Policy	Internal
RPL application form	Form	Internal

Section 5 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
V1.0	04 March 2021	Group Quality, Accreditation & Compliance	General Manager	New policy to address domestic online delivery
		Greenwich English College	General Manager	