RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

CONTENTS

Created: 4 February 2023   Document Owner: CM
Modified: Version: 1.0
Review Date:
Page 1 of 7
Once PRINTED, this is an UNCONTROLLED DOCUMENT
Sunshine College of Management Pty Ltd
CRICOS Provider No. 02835G | RTO No. 121908

RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

1. PURPOSE

1.1 The purpose of this policy is to formally acknowledge the skills and knowledge that have been gained through training, work, or life experiences by students enrolled or intending to enrol in a course at Sunshine College of Management (SCM).

2. DEFINITIONS

2.1 Recognition of Prior Learning (RPL) is the formal process by which the skills and knowledge gained through work and life experience and outside formal training arrangements are formally recognised. When recognition is gained for a unit, this means it will not be required to be included in the student's course of study. Sunshine College of Management has a process that has been structured to minimise the time and cost to applicants and provide a supportive approach to students wishing to take up this option.

3. SCOPE

3.1 This policy applies to all international students enrolled or intending to enrol at Sunshine College of Management.

4. POLICY STATEMENT

4.1 The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria, required skills and knowledge) as described in the relevant endorsed Training Package. To support this type of application, evidence of where and how the skills were obtained is required.

4.2 Upon enrolment students are provided with a skills assessment form to determine prior skills or knowledge in the units of competency and whether there is a possibility of applying for RPL. Sunshine College of Management will continue to promote the availability of RPL throughout the students' study period.

4.3 All completed RPL application forms are submitted to the Administration Office where the application is recorded in the student management system and the relevant RPL Kit issued to the student. The student is advised of a trainer or staff member who will work with the student when necessary to facilitate their application. The trainer or staff member will advise the student of the appropriate evidence required for submission and what units are worthy of RPL.

4.4 Where RPL is being applied for, students must complete the RPL kit and include all relevant evidence of work experience and where learning has occurred. Evidence must be clearly identifiable, and support the applicant's case for RPL, addressing the relationship of evidence to the unit of competency credit being sought.

Please note that any evidence provided through the RPL process is to be no more than 3 years old (this includes time employed in industry) from the date of application. This is to ensure currency of skills and knowledge

Created: 4 February 2023
Modified:
Review Date:
Document Owner: CM
Version: 1.0
Page 2 of 7
Once PRINTED, this is an UNCONTROLLED DOCUMENT
Sunshine College of Management Pty Ltd
CRICOS Provider No. 02835G | RTO No. 121908

RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

4.5   Fees apply for each unit of competency that are assessed.

4.6   Students who are unsuccessful in their application for RPL are also advised in writing of the outcome with reasons for the rejection of their application listed.

4.7   Students have 20 working days to appeal this decision through the Sunshine College of Management internal appeals process.

4.8   The appeal will usually result in a re-assessment by a mutually agreed, qualified and practised assessor.

4.9   The student training is to be maintained at all time during the application for RPL; International students who apply must continue to participate in their program of training until the outcome of the RPL has been confirmed in writing.

Ensuring competency

4.10   Sunshine College of Management ensures competency of applicants who hold the requisite skills and knowledge, as set out in the unit of competency, using an assessment only pathway with an RPL Kit for each qualification.

Role of assessors

4.11   The role of an Assessor in assessing student work is to objectively assess a student's evidence and performance against the prescribed set of standards. In order to do this effectively, the assessor will be skilled in and have a sound knowledge of the industry area they are assessing.

RPL processes

4.12   The student completes an RPL application form and forwards this to Administration.

4.13   The student will then be required to complete a skill assessment form.

4.14   Sunshine College of Management will provide applicants advice on completing the student RPL application and skill assessment form.

4.15   A copy of the student RPL application form and skill assessment form and any supporting documentation is placed in the student file and a copy provided to the Assessor, who will contact the student and arrange an interview with the student to discuss their experience, RPL Process and the RPL Kit and evidence gathered. This is the collection of evidence for the assessor to base their decision on. In general terms, assessment tasks may require students to:

    4.15.1   Respond to oral questioning;

    4.15.2   Provide written responses to questions, scenarios and case studies - students may be given a range of options about the method in which they wish to provide the responses;

    4.15.3   Be observed using their skills, either in the workplace, in a simulated workplace environment or in the classroom where appropriate;

    4.15.4   Gather a folio of evidence;

    4.15.5   Prepare a presentation, essay, resource folder, research a topic and/or provide a report.

Created: 4 February 2023
Modified:
Review Date:

Document Owner: CM
Version: 1.0

Page 3 of 7
Once PRINTED, this is an UNCONTROLLED DOCUMENT
Sunshine College of Management Pty Ltd
CRICOS Provider No. 02835G | RTO No. 121908

4.16 The assessor will conduct the RPL assessment using the RPL Kit, which includes a competency conversation and gathering of evidence by the student. The competency conversation will derive from the unit assessment tool. The evidence is then assessed to determine whether an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed unit of competency. The evidence collected must meet the rules of evidence:

  4.16.1 **Validity**—the evidence presented is directly related to the unit(s) of competency being assessed and reflects real workplace tasks

  4.16.2 **Sufficiency**—the quality and quantity of evidence presented reflects that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly

  4.16.3 **Currency**—the evidence presented is from either the present or the very recent past, and

  4.16.4 **Authenticity**—the evidence presented for assessment is the learner's own work.

4.17 For each unit that the student has applied for RPL, the student is to provide evidence and record this evidence on the unit descriptor.

4.18 The Assessor will then assess the evidence and identify if there are any gaps.

4.19 Where gaps are identified the Trainer will advise the student and the student will be provided with SCM's assessment tool and will be required to complete tasks in order to meet the requirements.

4.20 Upon successful completion the Assessor will record the results on the RPL Assessment (Trainer) Form after assessing the evidence provided by the student and provide the student with the assessment outcome and which will then be recorded on the Student Management System.

4.21 Where additional information is required, the Assessor will advise the student to achieve a successful outcome.

Validation of the RPL Kit

4.22 The RPL kit is validated at the time of transitioning from the old training package to the new.

4.23 The transitioned training package is validated using the same materials as the validation of assessment tools usually immediately before use.

Records Management

4.24 Staff members must maintain all records relevant to administering this policy and procedure in the college recordkeeping system.

5. RELEVANT LEGISLATION AND DOCUMENTS

Documents

- Determining Suitability Assessments per Qualification
- RPL Kit per Qualification
- Student RPL application Form
- RPL Application Outcome Letter

Created: 4 February 2023   Document Owner: CM
Modified: Version: 1.0
Review Date:
Page 4 of 7
Once PRINTED, this is an UNCONTROLLED DOCUMENT
Sunshine College of Management Pty Ltd
CRICOS Provider No. 02835G | RTO No. 121908

RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

Student Complaints and Appeals Form
Student Complaints and Appeals Outcome Letter

Legislation

5.1   According to National Code 2018:

5.1.1 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

5.1.2 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

5.1.3 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

5.1.3.1 Inform the student of the reduced course duration following granting of RPL and ensure the confirmation   of enrolment (CoE) is issued only for the reduced duration of the course

5.1.3.2 Report any change in course duration in PRISMS.

6.   FEEDBACK

6.1   College staff and students may provide feedback about this document by emailing: compliance@scm.vic.edu.au

7.   APPROVAL AND REVIEW DETAILS

Approval	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	1.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	21/02/2023
Amendment Authority and Date	Compliance Manager	21/02/2023

Created: 4 February 2023
Modified:
Review Date:
Document Owner: CM
Version: 1.0
Page 5 of 7
Once PRINTED, this is an UNCONTROLLED DOCUMENT
Sunshine College of Management Pty Ltd
CRICOS Provider No. 02835G | RTO No. 121908

RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

8. FLOWCHART1

**RPL PROCESS
FOR THE STUDENT**

1. Complete RPL application form

2. Complete a skill assessment form

3. Be notified of the outcome

4. Positive

4. Negative

5. Will be given an outcome letter and can be exempt from studying those specific units

5. Will be sent an outcome letter and will have to study those specific units

6. Can appeal the outcome

7. Positive

7. Negative

8. Will be given an outcome letter and can be exempt from studying those specific units

8. Will be sent an outcome letter and will have to study those specific units
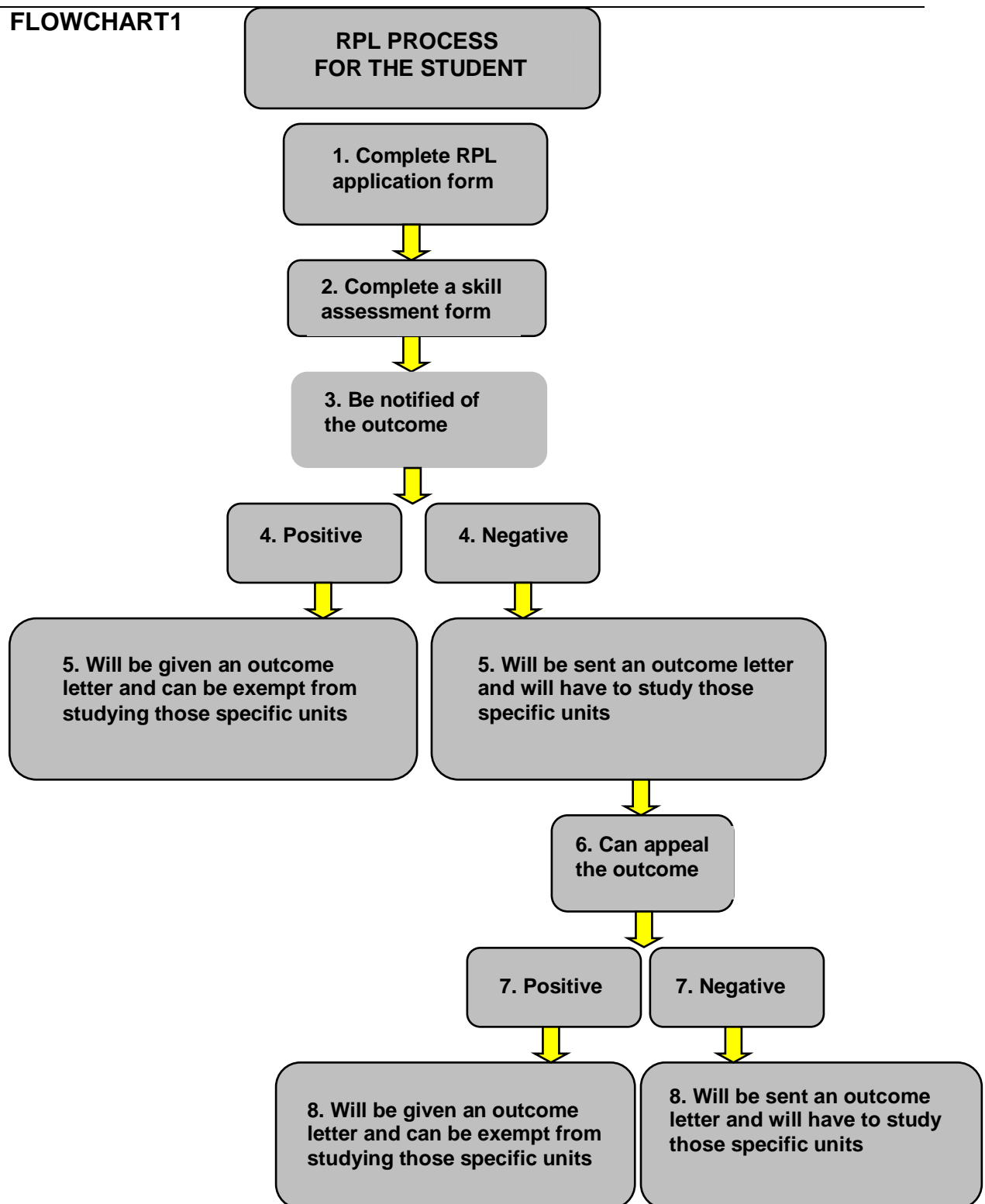
Created: 4 February 2023
Modified:
Review Date:

Document Owner: CM
Version: 1.0

Page 6 of 7
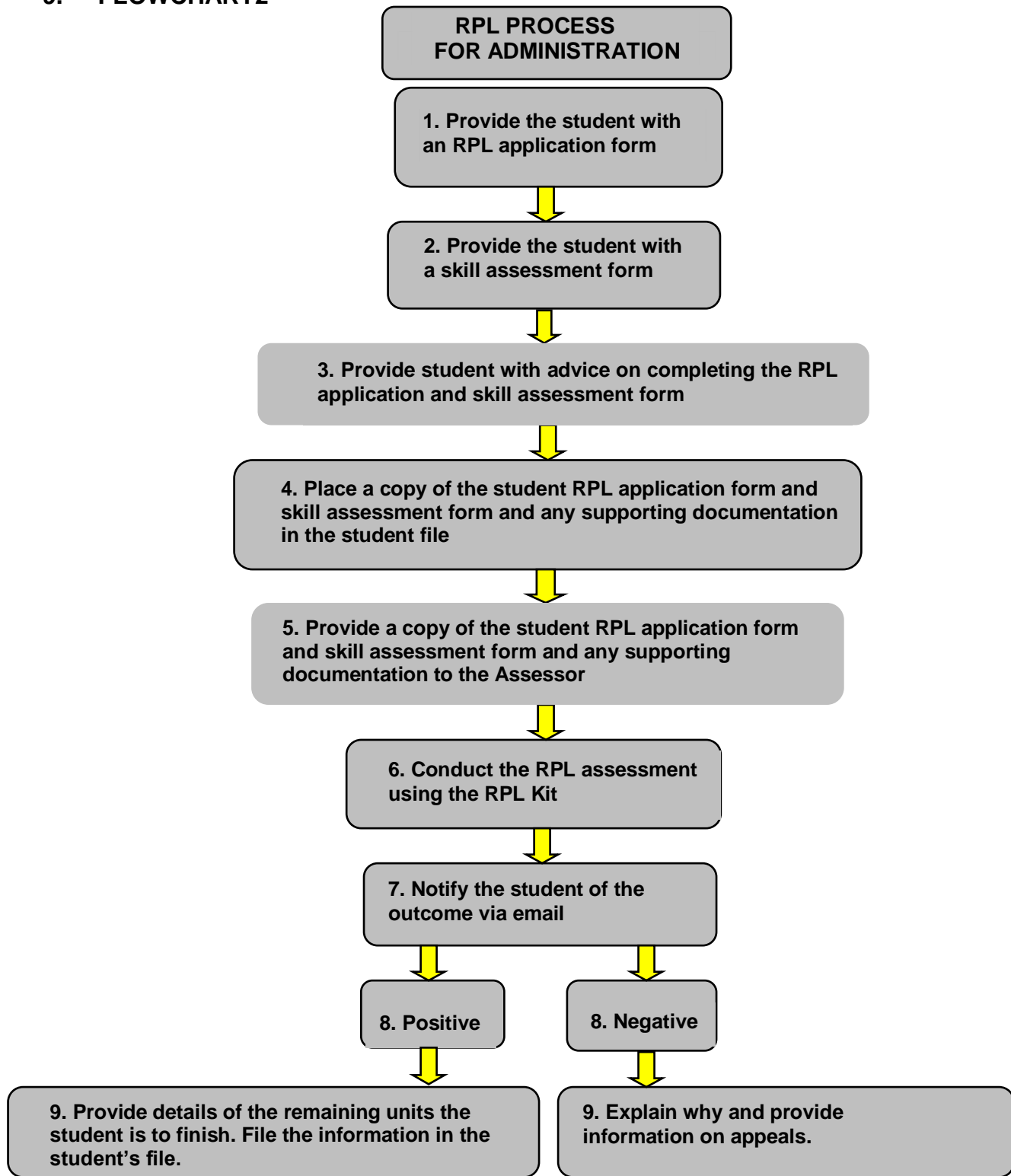
RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURE

9. FLOWCHART2

**RPL PROCESS
FOR ADMINISTRATION**

1. Provide the student with an RPL application form

2. Provide the student with a skill assessment form

3. Provide student with advice on completing the RPL application and skill assessment form

4. Place a copy of the student RPL application form and skill assessment form and any supporting documentation in the student file

5. Provide a copy of the student RPL application form and skill assessment form and any supporting documentation to the Assessor

6. Conduct the RPL assessment using the RPL Kit

7. Notify the student of the outcome via email

8. Positive

8. Negative

9. Provide details of the remaining units the student is to finish. File the information in the student's file.

9. Explain why and provide information on appeals.