


REGISTERED TRAINING ORGANISATION - 6419		 <b>Wingate Avenue</b> Community Centre
<b>Recognition of Prior Learning Policy and Procedure</b>		
Version: 3	Approved: August 2024	
Administered: General Manager	Next Review: August 2026	

## Policy Statement

Wingate Avenue Community Centre (Wingate Ave CC) is committed to achieving the best outcomes for students. As a registered RTO (6419) Wingate Ave CC offers recognition of prior learning (RPL) to individual learners. The purpose of the Policy and Procedure is to provide a framework and process for the provision of RPL.

## Scope

This Policy applies learners of accredited courses, with the exception of Foundation Skills.

RPL is the assessment process to assess competency/ies 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.

- 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.
- Non-formal learning refers to learning that takes place through a structured learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment.
- Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities. (ASQA)

## Principles

The following principles will be followed to promote a fair, effective, and efficient approach to complaints and appeals:

1. Learners have access to fair and equitable means of recognising an individual's education, skills and experience.
2. RPL process and decisions will be consistent, flexible and fair.
3. RPL process will be conducted to the highest standard and with academic integrity, to safeguard learner's positive learning outcomes.
4. RPL standards will comply with Standard of Registered Training Organisations (RTOs) 2015.AQF levels

## Procedure

	What	When	Who
1	Student requests RPL: <ul style="list-style-type: none"> <li>• Requests for credit on the basis of RPL may be made as part of eligibility and enrolment process.</li> </ul>	On enrolment or within two weeks of unit starting	Student

	<ul style="list-style-type: none"> <li>Request for credit on the basis of RPL may be made within the first two weeks of the start of a unit.</li> </ul>		
2	<p>Students considering requesting RPL are given:</p> <ul style="list-style-type: none"> <li>A copy of this policy and procedure.</li> <li>An opportunity to apply for RPL using the following assessment methods:                             <ul style="list-style-type: none"> <li>Portfolio of evidence</li> <li>Third party reports or prepared by applicant, relating to the unit of competency.</li> <li>Referee, peer or colleague testimonial.</li> <li>Mapping document prepared by applicant relating to formal and informal learning related to the unit.</li> </ul> </li> </ul>	When considering or applying for RPL	Student
3	<p>Review of submission and decision in relation to credit on the basis of RPL:</p> <ul style="list-style-type: none"> <li>Criteria is based on “pass” grade of unit.</li> <li>Reference Australian Qualifications Framework.</li> <li>Be documented in writing, including reasons for giving or not giving credit.</li> <li>Maintain the integrity of the course and qualification outcomes.</li> <li>Not disadvantage students in achieving expected course learning outcomes.</li> </ul>	Within 4 working days of application	Assessor
4	Student informed of RPL request outcome, verbally and followed up with written confirmation.	Within 5 working days of application	Education Coordinator
5	If RPL is granted, then a Statement of Attainment is issued.	Within 5 working days of application	Education Coordinator

### Legislative Context

- Australian Quality Framework (AQF) Level
- Standards for Registered Training Organisations (RTOs) 2015

### Related Documents

Internal	Complaints and Appeals Procedure
	Eligibility and Enrolment Policy and Procedure
	Quality Assurance Procedure

	Records Management Policy and Procedure
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External	Australian Quality Training Framework (AQTF)
	VET Funding Contract
	VRQA Guidelines for VET Providers
	ACFE Board Pre-Accredited Training Delivery Guide
	VRQA Complaints processes <a href="https://www.vrqa.vic.gov.au/complaints/Pages/making-a-complaint.aspx">https://www.vrqa.vic.gov.au/complaints/Pages/making-a-complaint.aspx</a>

### Superseded Version

Recognition of Prior Learning Policy and Procedure	Version 3	August 2024
Recognition of Prior Learning (RPL) Policy and Procedure	Version 2	February 2016
Recognition of Prior Learning (RPL) Policy and Procedure	Version 1	February 2015
Recognition of Current Competencies/Recognition of Prior Learning (RCC/RPL) Policy and Procedure	Version 1.2	May 2012



Approved by: .....

General Manager  
by Delegation of Authority

