

Recognised Prior Learning (RPL) Policy – San College of Education

Definition of RPL:

The purpose of Recognised Prior Learning (RPL) is to help Trainees / Students to claim credit towards national competency standards that form part of the course they are undertaking.

San College of Education recognises that skills and knowledge are gained through work, educational, and life experience regardless of how, when or where it was acquired, provided that the learning is relevant to the competency outcomes in a module, short course or qualification. Credit for these skills and knowledge may be given by San College of Education towards courses it currently offers.

Recognition will be given to any applicant who has successfully completed modules/units of competency which give equivalence into training programs offered by San College of Education, and which have been gained with another recognised training organisation, eg TAFE.

San College of Education RPL Policy and Application forms follow the National Principles and Operational Guidelines AQF Implementation Handbook (4th Edition, 2007).

Process:

San College of Education offers all trainees / students the opportunity to apply for RPL prior to, or at enrolment for all Traineeships and Certificate IV courses on its scope. Trainees / Students should access the relevant RPL Guide and application form and decide if they wish to apply for RPL at this time.

San College of Education allows trainees / students 4 weeks from the date of receiving the RPL guide and application relevant to their certificate / course to submit their RPL application and supporting evidence to the relevant Trainer / Assessor. This ensures that any decisions relating to RPL can be determined prior to the commencement of the traineeship / course. No RPL application will be considered after the 4 week time frame. Attendance at any set training sessions or tutorials that form part of the chosen course will then be mandatory for the participant.

This does not preclude trainees / students from applying for RPL throughout the life of their traineeship or course. If a trainee / student wishes to apply for RPL during their traineeship / course, applications must be received by the College 4 weeks prior to the commencement of the module that RPL is being claimed towards.

If a trainee applies for RPL during a course a new Full Training Plan will be negotiated between the stakeholders.

Please remember to supply copies of any certificates, awards, CV's etc that support your application!

Any RPL related paperwork, and certified copies of official certificates need to be signed by a Justice of the Peace or San College of Education administrator as a true and accurate copy of the cited original, and should be provided to your Trainer / Assessor. The applicant should keep a full copy for their own records. A representative of San College of Education will be in contact with the applicant to discuss the application for recognised prior learning.

San College of Education RPL Policy and practices are equitable and culturally inclusive. The Rules of Evidence (Sufficiency, Validity, Authenticity and Currency) and the Principles of Assessment apply to RPL applications just as they do to any other assessment. All RPL assessments are of the similar rigour when compared to other assessment tools and processes.

The relevant Trainer & Assessor will inform the trainee of the results of the RPL assessment process, and is also able to help the trainee determine any future options / pathways in relation to the outcome of the RPL application / assessment process.

For a flowchart which shows what the RPL process looks like at San College of Education, please see below.

Fees:

Fees are based on assessment time, and administrative tasks related to RPL related to processing and determining individual RPL applications. Please ring San College of Education on 9487 9211 for a quote.

Support:

If you feel that you would like to learn skills related to applying for RPL, or need assistance or guidance with your application, you are welcome to ring the College on 9487 9211.

San College of Education will also provide support and guidance to Trainee / Students to ensure they are participating in appropriate learning pathways as a consequence of the RPL process (eg: gap training, future pathways or educational opportunities that would help the trainee / student to meet the full requirements of the qualification).

Appeals and Reviews:

San College of Education strives for fair, objective and transparent decisions in all aspects of its operations. San College of Education will provide reassessment on appeal to any RPL applicant. For further information about San College of Education's appeal process, please view the Appeals Policy, Student Handbook or contact the College on 9487 921 for information.

RPL Flowchart

