



## **Recognition of Prior Learning Policy**

### **1. Understanding Recognition of Prior Learning**

Recognition of Preliminary Training (RPL) is a process where students can receive official recognition of their skills, knowledge and competencies thanks to their previous experiences and education. This may include work experience, informal education or informal education. RPL can be used to calculate qualifications according to the center policy. But not all centers can get preliminary training in the qualification framework. This section explains that RPL is a perception of training that occurred outside the official qualification structure.

### **2. How to Submit a Request for RPL Consideration**

To apply for RPL, learners must follow a structured process. The steps include:

- **Initiating the Request:** Learners must submit an application to be considered for RPL, which can typically be done by filling out an RPL request form available through the Centre's administrative office or online portal.
- **Required Evidence:** Along with the application, learners will need to provide evidence of their prior learning. This may include certificates, records of prior learning, work samples, or references from previous employers or training providers. The evidence should demonstrate the knowledge and skills relevant to the qualification they are seeking.
- **Additional Information:** In some cases, learners may also be required to attend an interview or provide a portfolio of evidence showcasing the competencies they have acquired through prior experience.

### **3. Process for Reviewing and Assessing the RPL Request**

When you receive a request for RPL, the official verification and evaluation process will be passed. This includes:

- **Review of Evidence:** The RPL assessment team will evaluate the provided evidence to ensure it meets the qualification requirements. This may involve comparing the prior learning to the relevant course competencies and learning outcomes.
- **Assessment Method:** The assessment may involve a range of methods such as written submissions, practical demonstrations, interviews, or assessments to verify that the prior learning is equivalent to the qualification's learning outcomes.
- **Timelines for Review:** The Centre aims to review RPL applications within a specified timeframe, typically 4 weeks from the submission date. This allows for sufficient time to thoroughly assess the application and evidence.

## 4. Communicating the Outcome to Learners

Once the RPL request has been reviewed and assessed, learners will be informed of the outcome through the following process:

- **Notification of Outcome:** Learners will receive formal communication, either in writing or via email, regarding the decision. The communication will include details of whether the prior learning has been accepted and how it applies to their qualification.
- **Feedback and Guidance:** If the RPL request is denied, learners will be given clear feedback on why the prior learning was not recognized and may be provided with guidance on how to meet the qualification requirements in other ways.
- **Right to Appeal:** If students complain about the results, they have the right to appeal to the decision within the framework of the center's objection process.

