

# RPL Procedure



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<b>Authority</b>	Chief Executive Officer or Nominee
<b>Next review</b>	26 December 2023
<b>Related policies</b>	<ul style="list-style-type: none"><li>▪ Certificate Issuance Policy</li></ul>
<b>Related procedures</b>	<ul style="list-style-type: none"><li>▪ Certificate Issuance Procedure</li></ul>
<b>Forms and supporting documents</b>	<ul style="list-style-type: none"><li>▪ RPL Kit Template</li><li>▪ RPL Eligibility Assessment</li><li>▪ RPL Application Form</li><li>▪ Training Plan</li><li>▪ LMS</li><li>▪ Certificate (Testamur) Template</li><li>▪ Record of Results (ROR) Template</li><li>▪ Statement of Attainment (SOA) Template</li></ul>

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## PURPOSE

Australian Polytechnic Institute is committed to providing quality training and assessment in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015. As such, Australian Polytechnic Institute offers Recognition of Prior Learning to all students, and implements an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment and Rules of Evidence.

This Procedure serves as the guide and reference document for the RPL process of Australian Polytechnic Institute.

Changes to this Procedure must only be made upon approval of the CEO or Nominee.

## SCOPE

This Procedure applies to all Australian Polytechnic Institute enrolments. Australian Polytechnic Institute will ensure that:

1. assessment systems, including recognition of prior learning (RPL) complies with the assessment requirements of relevant training packages and VET accredited courses;
2. RPL is conducted in accordance with the principles of assessment and rules of evidence;
3. RPL is offered to all students on enrolment;
4. adequate information and support are provided to students in order to understand the RPL process and the requirement to gather reliable evidence to support their recognition claim;

## PROCEDURES

### 1. Providing Information on Recognition of Prior Learning

Person Responsible	Step	Resources / References
Student	Student makes an inquiry regarding RPL; or Student is assessed to be eligible for RPL during the assessment of need process.	RPL Eligibility Assessment
Administrative staff	Discuss RPL process to the student and required evidence documents for assessment as outlined in the RPL Kit. Provide student access to the RPL Application Form and RPL Kit.	RPL Application Form RPL Kit Template
Student	Complete the RPL Application Form and sends it back to Admissions for processing.	RPL Application Form RPL Kit Template
Administrative staff	Review completeness of application. Forward the RPL application details to the trainer and assessor for processing.	RPL Application Form RPL Kit Template

### 2. Initial Assessment of RPL application

Person Responsible	Step	Resources / References
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Trainers and Assessors	<p>Conduct pre-assessment interview via phone or in person to verify information, and to check if skills match up to the units in the qualification (assist student in choosing the units for the RPL process).</p> <p>Provide student with the RPL Kit and provide information on what appropriate evidence documents are to be gathered and included in their evidence portfolio.</p> <p>Discuss the RPL assessment process with the student.</p> <p>Send all information to admissions officer.</p>	RPL Kit
Administrative staff	<p>Update the units in the student record, located in the LMS</p> <p>Update the Training Plan.</p>	LMS Training Plan

### 3. RPL Assessment

Person Responsible	Step	Resources / References
Student	<p>Complete all assessment requirements for each unit in the RPL Kit.</p> <p>Organise evidence portfolio.</p> <p>Discuss with trainer and assessor if there are any queries on the process.</p> <p>Submit completed assessment requirements and evidence portfolio.</p>	Training Plan RPL Kit
Trainer and Assessor	<p>Conduct assessment.</p> <p>Conduct review and verify evidence documents of the evidence portfolio.</p> <p>Inform administration team of the results.</p>	
Administration Staff	<p>Update student record in LMS of the result provided by the trainer and assessor.</p> <p>Issue certification documentation to eligible students according to Australian Polytechnic Institute certification issuance process.</p>	LMS Certificate (Testamur) Template Record of Results (ROR) Template Statement of Attainment (SOA) Template



## REVISION HISTORY

Date / Version no.	Revision details	Person Responsible	Status	Comments
1.1	First version provided by the registration consultant was reviewed. Minor changes were made	Dr Ehsan Ahmed	Reviewed	
1.2	Version 1.1 was reviewed and minor changes were made	Dr Ehsan Ahmed	Reviewed and uploaded to the AUPI website	Next review due 26 December 2023