	QIBA VET Recognition of Prior Learning (RPL) Policy		
	Policy Scope:	This Policy applies to all potential and current VET students enrolled at QIBA.	
	Accountability:	Compliance and Risk Manager	
	Last Date of Review:	25.11.2020	**Reviewed:** Annually
	QIBA Pty Ltd ABN: 35 071 667 108 **|** RTO: 5304 **|** CRICOS Provider No: 01515J		

In accordance with the requirements of the Standards for Registered Training Organisations, QIBA provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

Recognition generally takes two forms: recognition of prior learning, which is the focus of this policy, and credit transfer which is dealt with in the Credit Transfer Policy. For the purposes of this policy, recognition of prior learning will be referred to simply as recognition.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.[1] This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of policy and procedures for assessment.

Recognition guidelines

The following guidelines are to be followed when an application for recognition is received:

− Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.

− Students may not apply for recognition for units of competency or qualification which are not included in QIBA's scope of registration.

− Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path to competence.

− Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.

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[1] Australian Qualifications Framework (AQF) Advisory Board, 2004

- Assessment via recognition is to apply the principles of assessment and the rules of evidence.

- Recognition may only be awarded for whole units of competency.

Forms of evidence

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, QIBA applies the following rules of evidence:

- Sufficient,

- Valid,

- Authentic, and

- Current.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;

- Records of workplace training;

- Assessments of current skills;

- Assessments of current knowledge;

- Third party reports from current and previous supervisors or managers;

- Evidence of relevant unpaid or volunteer experience;

- Examples of work products;

- Observation by an assessor in the workplace;

- Performance appraisal; or

- Duty statements.

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. QIBA reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

Appealing recognition outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions.

Recognition Procedure

The following procedure is to be applied by QIBA upon receipt of an application for recognition:

Step 1 Provide sufficient information to prospective learners to inform them of opportunities for alternative pathways via recognition and the recognition process. RPL must be applied for within 14 days.

Step 2 Students who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). This step is not compulsory but is strongly suggested. The student should be provided an electronic version of the RPL application documents.

Step 3 Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This is to include where possible:

- Explaining the RPL process to the applicant;

- Reviewing the units the applicant is considering applying for;

- Reviewing the evidence the applicant has to support the RPL application; and

- Providing advice to the applicant on how to collect and present evidence to support their application.

Step 4 Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required.

Step 5 A copy of the student RPL application form and all verified supporting documentation will be placed on the student file.

Step 6 The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

Step 7 If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process which can be found on the website under Policies and Procedures.

Step 8 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with QIBA's Qualifications Issuance policies and procedures.

Step 9 If RPL is granted to an overseas student QIBA will 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 student ceases to be an accepted student.

Step 10 If QIBA grants the overseas student RPL that reduces the overseas student's course length, QIBA will:

- 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.

- Report any change in course duration in PRISMS if RPL is granted after the student's visa is granted.

Version Control and Change History

Version Control	Date Effective	Approved By	Amendments Made
1.0			First issue