

RECOGNITION OF PRIOR LEARNING (RPL) - School Policy

Students will be offered Recognition of Prior Learning (RPL). RPL - means an assessment process that assessed the competency/s 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. In the first VET class of the year, the teacher will be responsible to ensure that the students are informed of the 'Recognition of Prior Learning procedure'. Teachers will remind students at the beginning of each term.

RPL can only be granted for the units of competency which each course covers. Students may have developed knowledge and skills suitable for RPL from other subjects, work experience, industry placement, part time job or unpaid work, activities outside school, etc. If students wish to apply for RPL they must:

- Ask their teacher for specific information about the elements of competency that relate to the qualification.
- See their teacher for an RPL Application Form (Appendix 4), complete this in detail and attach all relevant evidence for assessment. The types of evidence that can be used to support their application include: a work report from an employer, work experience records, products of your work or other forms of commendation.

The VET teacher and HOD - Senior Schooling will review student applications and decide the outcome. Students will be notified of the result in writing. If they disagree with the outcomes they may appeal it. A 'Student RPL Application Register' (Appendix 5) will record RPL applications.

Recognition of Qualification Policy - Credit Transfer Procedure

The school will recognise all qualifications issued by any other RTO. The school will seek verification of the certification from the relevant RTO where there is some ambiguity.

Credit Transfer Procedure

- In the first VET class of the year, the teacher shall make students aware that the school will recognise any existing qualifications they possess.
- If a student presents a qualification or statement of attainment to the teacher, the teacher will take a copy and bring it to the attention of the HOD – Senior Schooling.
- The HOD – Senior School will verify the authenticity of the qualification. The verified copy of the qualification is placed in the student's file.
- Once the qualification is verified, the teacher will give the student exemption for the units of competency identified in the qualification and update the student's records to reflect this information.
- At this stage, the qualification or units of competency will be added to the Student Management System (SMS) for senior certification. (Credit Transfer)

All students who are entitled to credit transfer from units of competency they have achieved with the RTO (i.e. through qualifications completed in year 10 or across qualifications being undertaken at the same time), will be awarded credit transfer automatically by the RTO. These instances will be identified by the RTO Manager and the SMS Administrator and, the student and relevant Trainer and Assessor, will be informed by the RTO Manager. In order to achieve this,

the RTO Manager and SMS Administrator will identify all units of competency across the RTO that are offered in multiple courses and where students will be awarded credit transfer.

When students transfer in from other schools that are an RTO and the student has undertaken VET at the other school, credit transfer will only be granted upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO (a Form S1 is not sufficient). It will be the responsibility of the student to obtain this and credit transfer will not be granted until the documented evidence has been provided. The documentation is to be provided to the VET Teacher and SMS Administrator directly. A copy of the Statement of Attainment / Record of Results will be provided to the Trainer and Assessor to store a copy with the student profile / portfolio, as evidence. The SMS Administrator will update SMS accordingly.

When students have undertaken qualifications through other non-school RTOs, credit transfer will be granted when the student provides the VET Teacher and SMS Administrator with a copy of the Statement of Attainment or Record of Results. This will be recorded on SMS by the SMS Administrator and a copy of the documentation given to the Trainer and Assessor for storing as evidence on the student profile / portfolio.