Recognition of Prior Learning (RPL) Procedure - Higher Education

Version:	6.4	**Effective Date:**	7 April 2017
Procedure Code:	PR-030	**Related Policy Code:**	ACA-001
Related Policy Name:	Educational Pathways Policy – Higher Education		

Purpose

This procedure describes the process for managing Higher Education Recognition of Prior Learning applications. This procedure will ensure compliance with the College's Educational Pathways Policy, and the Australian Qualifications Framework (AQF).

Definition of "College" – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour); Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective entities or trading names.*

Scope

This procedure applies to all students:

- enrolled in a nationally recognised Higher Education qualification; and
- seek recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties, or through non formal and informal studies where there are no formal qualifications as proof of learning.

RPL is an assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning and assessment outcomes, or standards for partial or total completion of a qualification. It involves the upfront assessment of a person's skills and knowledge and does not include the provision of any training.

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Responsibility

The Office of the Director of Education is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

Requirements

The Educational Pathways Internal Guidelines define the specific tasks and their allocation, for dealing with applications for RPL.

Any department providing information to prospective students must include Recognition of Prior Learning (RPL) information in all marketing materials, for example; websites, brochures, student admission information.

All staff involved with this procedure must be aware of the specific differences between Credit Transfer and Recognition of Prior Learning (RPL).

All evidence supplied with the RPL application must be stored in the student files.

Application

Students are to make RPL applications immediately after enrolling and prior to the commencement of the semester or trimester in order to allow 20 business days for application turnaround.

This process is individualised to reflect specific student needs/experiences. The student must supply appropriate documentation as outlined in the:

- Recognition of Prior Learning (RPL) Assessment Kit – Higher Education for HE pathway recognition

If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of change of name.

Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

Notification

Student Services will inform students of receipt of the RPL application. Students will be

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informed by Student Services of the outcome of their application, including in the situation of the application being denied where they will include reasons given by the Pathway Assessor for the application being unsuccessful.

Internal Record Keeping

Student Services are responsible for all internal record keeping related to RPL. All evidence, specifically the Portfolio relating to the application for RPL, must be placed in the student's file and on the College computer system.

Assessment Procedure

Assessment of RPL is an academic responsibility. The office of the Director of Education is responsible for allocating applications for RPL to specific Pathway Assessors for assessment purposes. Application evaluation is to be undertaken in a timely manner as to meet the required twenty day turnaround for applications. On completion the Assessor is to document the outcome in the Educational Pathways Assessor Report Form, which when completed and signed off, is placed in the students file.

Assessor Requirements

Pathway Assessors must have expertise in RPL, the particular field of study being assessed and the College's Educational Pathways policy, procedures and internal guidelines, to undertake the task.

When assessing RPL, assessment methods should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These may include:

- consideration of a portfolio and review of contents which may include; third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification

- questioning (oral or written)

- observation of performance in work based and/or simulated environments

- participation in structured assessment activities the individual would normally be required to undertake if they were studying the qualification subject/s.

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When assessing RPL applications the assessor must, evaluate the evidence giving consideration to:

- **Authenticity** – relates to making sure the evidence is from or of the candidate and not another person. The assessor needs to be satisfied that the evidence gathered is the candidate's own work. Evidence of this may be provided through third party letters of authentication and statutory declarations

- **Validity** - Ensure that the evidence relates clearly and directly to the learning outcomes, assessment and volume of learning relevant to a subject.

- **Quality** – closely related to authenticity it requires the assessor to look at the credibility of the material being offered as proof. This does not mean that material should be excluded; simply that some will not demonstrate quality to the same standard as others and may require additional support

- **Sufficiency** – relates to the amount of evidence collected. There are four (4) types of evidence that may be considered:

  1. direct evidence - questions undertaken with our assessor, observations in the workplace by our assessor

  2. indirect evidence – statements by the applicants employer regarding work performance (written or verbal); samples of work; performance appraisals

  3. personal statements – details outlining the functions the applicant undertakes and work activities

  4. supplementary evidence – any further information the applicant may provide

- **Currency** – relates to the age of collected evidence – therefore the evidence collected must be current/very recent. The College requires evidence to be no older than eight years

- **Relevance** – the material that is cited is applicable to the subject or qualification being sought.

Appeals

Appeals against RPL assessments may be made in accordance with the Grievance Policy.

Review and Quality Improvement

This procedure will be reviewed by the Academic Board to maximise the applicability to

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new and updated requirements and student needs.

Definitions

Pathways Assessor:	Is a person responsible for conducting Educational Pathways assessments. They must be a qualified assessor and be fully conversant with the College's Educational Pathways policy, procedures and internal guidelines.
Qualification:	Formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies.
Student:	**A student** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Further Information:

Related Policies: Educational Pathways Policy - Higher Education

Grievance Policy – Higher Education and VET

Related Procedures: N/A

Related Documents: Recognition of Prior Learning (RPL) Assessment Kit – Higher Education

Educational Pathways Assessor Report Form

Guidelines: Educational Pathways Internal Guidelines

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Contact:	National Educational Pathways Manager kathleen.daniel@endeavour.edu.au
Approval Body:	CEO
Endorsement Body:	College Council Meeting date:
Procedure Status:	Revised
Responsibilities for Implementation:	• *National Educational Pathways Manager* • *National Educational Pathways Coordinator* • *Student Services* • *Program Leaders*
Key Stakeholders:	• *National Educational Pathways Manager* • *Student Services* • *Program Leaders* • *Students*

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