

POL017_Recognition of Prior Learning (RPL) Policy

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1. Scope

The Recognition of Prior Learning Policy (RPL) ensures an applicant's prior learning, achieve through formal and informal training and/or work-related experience, social, hobby – related or leisure is appropriately recognised and assessed by Danford College.

This policy is in accordance to:

- ESOS National Code 2018: Standard 2 (2.3, 2.4 and 2.5)
- Standards for RTOs 2025 – Outcome Standards for NVR: Standard 1.6

The Recognition of Prior Learning Policy (RPL) is applicable to all the relevant staff members of but not limited to the Academic Department, Administration Department and Finance Department.

2. Purpose

The purpose of the Recognition of Prior Learning Policy (RPL) is to that the RPL:

- Clearly outline the RPL guidelines and forms of evidence for RPL assessments
- Ensure that the procedure incorporates a range of valid and reliable techniques to accurately assess the competencies
- Define the Application process for RPL
- Outline the complaints and appeals process

3. Recognition of Prior Learning (RPL)

Danford College 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 and has provisions to provide Recognition of Prior Learning. Danford College provides RPL for the units of competency or qualifications on Danford College's scope of registration. All existing and potential students (candidates) are entitled to apply for RPL in a unit or qualification in which they are currently enrolled.

Applicants who wish to enrol in a course at Danford College, may apply for Recognition of Prior Learning for a unit of competency and/or qualification at the time of enrolment. If RPL is granted, tuition fees will be in proportion to the RPL granted and will be deducted from the total course cost.

For students who are already enrolled with Danford College and wish to apply for Recognition of Prior Learning for a unit of competency and/or qualification must submit the application within 14 days of the course commencement.

Information regarding RPL is available on Danford College website and student handbook available on www.danford.edu.au and is also provided to the enrolled students during the

Orientation and Induction Programs.

3.1 Forms of Evidence:

Applicants must submit supporting documentation as evidence for the assessment of the RPL application this can include one or more of the following:

- Brief CV and/or work history with the position description
- References/Letters/Third Party reports from current and/or previous employers
- Details of in-house courses, workshops, seminars, workplace training records
- Certificates/results of assessment
- Membership of relevant professional associations and/or industry awards
- Observation by an assessor in the workplace
- Records of previous qualifications.
- Assessments of current skills and knowledge.
- Evidence of relevant unpaid or volunteer experience.
- Examples of work products.

Where additional evidence is required to assess the RPL application, Danford College reserves the rights to the applicant to participate in a competency conversation. This can be done by including activities like role plays, interviews or undertake relevant and supervised tests by our assessors.

All the RPL applications are evaluated based on the Principle of Assessment and Rules of Evidence by the Assessors at Danford College as outlined below:

Principle of Assessment:

Validity	Assessors need to be assured that the applicant has the skills, knowledge and attributes as described in the learning outcomes and performance criteria of the unit of competency.
Reliability	The criteria for judgement of competence is clearly stated in accordance with the assessment requirements. These criteria are monitored and reviewed to ensure the consistency in the assessment judgement is maintained
Fairness	The assessors must ensure the assessment practices and methods are fair and equitable to all the applicants. Assessment procedures and the criteria for evaluating performance must be made clear to all the applicants seeking RPL. The applicants must be made aware about their rights to appeal the outcome.
Flexibility	The assessment evaluation should provide multiple opportunities for applicants to demonstrate the skills and knowledge without having to participate in a training program

Rules of evidence:

Validity	Assessors need to be assured that the applicant has the skills, knowledge and attributes as described in the learning outcomes and performance criteria of the unit of competency.
Sufficiency	Assessor must be assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of an applicant's competency. Applicants will be given guidance on the types and quantity of evidence required to meet this assessment criteria within the relevant RPL assessment tools.
Authenticity	Assessor must be assured that the evidence presented for the assessment is the applicant's own work. This may be verified with the applicant at the time of evidence submission as well as via third party evidence collection such as reference checks.
Currency	Assessor must be assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or very recent past. For Danford College, currency is considered evidence that has been developed within 12 months from the date of RPL application.

3.2 Assessor Profile:

All the RPL applications are assessed by qualified Assessors who have both assessor competencies and vocational competencies at least to the level being assessed and as prescribed in Standard 1 and Schedule 1 of the standards for RTO 2015.

3.3 Fees and charges for RPL:

Danford College charges \$250 per unit of competency for RPL.

There is NO refund of the RPL fee should the application be deemed unsuccessful.

4. Application Process for RPL:

- Applicants who consider applying for RPL should complete and submit the Application for: Recognition of Prior Learning available on the College website www.danford.edu.au
- All applications must be submitted with documents supporting the learning outcomes as outlined in section 3.1 of the policy including how they have achieved the learning outcomes and if they can satisfy the performance criteria. All Applicants are required to submit the RPL self – assessment tool with the application.
- The Academic Team Leader process the application and inform the applicant regarding the total cost of the RPL application as outlined in the Fees and Charges for RPL in section 3.3 of the policy. The Academic Team leader will notify the candidate of the acceptance of the application with the applicable fees within 7 working days of receiving the application.

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- Once the applicant pays the applicable fees, the Academic Team Leader will assign the RPL application to the designated Assessor.
- The Assessor will assess the application based on the supporting documentation provided by the applicant against the learning outcomes and the performance criteria as outlined by the VET requirements of the unit of competency. The Assessor may contact the Applicant for further evaluation as outlined in section 3.1 of the policy.
- The Assessor will notify the Academic Team Leader or Delegate regarding the outcome of the RPL application and the Academic Team Leader will provide a written statement of the outcome to the Applicant.
- The outcome of the RPL application will be provided in 20 working days in writing from the date the application is received.
- Results of the successful RPL outcome will be recorded in the RTO Manager by the Academic Team Leader and the associated documents will be saved in the student folder on Danford College's database electronically by the Academic Team Leader.
- In case where the successful outcome of RPL application decreases the duration of the course for an enrolled student, a new Letter of Offer with the revised dates and fees will be issued to the student. The Compliance Manager or (delegate) will record a change to the course duration via PRISMS in order to notify the Department of Home Affairs, cancel the original eCoE and issue a new eCoE. A new training plan will be issued to the student following the issuance of the new eCoE.
- It will be the student's responsibility to contact the Department of Home Affairs (DHA) if there are any changes to their visa due to the change in the duration of their course.
- If the applicant is not satisfied with the outcome, the Applicant has a right to access Danford College's complaints and appeals process at no cost within 20 working days of the outcome.
- The records of all the RPL applications with the outcomes are to be signed off by the Academic Team Leader and the CEO and maintained in a register.

5. Complaints and Appeals

Applicants who are not satisfied with the outcome of their RPL application have the right to access Danford College's complaints and appeal process at no cost within 20 working days of receiving the outcome. The complaints and appeals form can be accessed via Danford College website <https://www.danford.edu.au/>.

In the event a student lodges an internal appeal:

- The student must remain at the College and comply with the student responsibilities during the internal appeal process;
- Danford College will not cancel the student enrolment while the internal appeal is in process.

If the student has exhausted the internal appeal process and is not satisfied with the outcome of the internal appeal process, the student has the right to appeal externally with

the Commonwealth Ombudsman with minimal or no cost within 10 working days of concluding the internal appeal. The student must inform Danford College in writing if they have appealed externally within 10 working days.

Below are the contact details for the Commonwealth Ombudsman:

GPO Box 442

Canberra ACT 2601

Email: ombudsman@ombudsman.gov.au

Tel: (in Australia): 1300 362 072 Tel: (outside Australia): +61 2 6276 0111

For more information please refer to Danford College's POL007_Complaints and Appeals Policy.

Associated Documents

- FOR017_Application for Recognition of Prior Learning (RPL)
- Relevant Outcome Letters
- POL007_Complaints and Appeals Policy
- RPL Assessor Information relevant to the unit of competency
- RPL Learner Information relevant to the unit of competency

Appendix

Definitions:

- 1) **DHA:** The Department of Home Affairs (DHA) is responsible for central coordination, and strategy and policy leadership in relation to: cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty and citizenship and social cohesion.
- 2) **eCoE:** Confirmation of Enrolment (eCoE) confirms the student's eligibility to enrol in a course with the registered provider and contains information about the provider, course and duration of study in which the student has enrolled. This evidence is required before the Department of Home Affairs issues a visa to a student.
- 3) **PRISMS:** Provider Registration and International Student Management System (PRISMS) is a computer system developed by the Department in association with the Department of Home Affairs for the purpose of receiving and storing information about accepted overseas students that is given to the Secretary under section 19 of the ESOS Act.
- 4) **RTO Manager:** RTO Manager is a College Management system used by Danford College for day – to – day operations to access and maintain portals for students, trainers, agents, etc.
- 5) **Unit of Competency:** A Unit of Competency is the smallest component of a Training Package that can be assessed and recognised. It gives a description of the skills and knowledge required to perform effectively to a specific standard in a particular workplace role or function.

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