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Last Amended	02 March 2024
Approved By	CEO
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Reference	Recognition of Prior Learning (RPL) Policy and Procedures v4.0

Recognition of Prior Learning (RPL) Policy and Procedures

1 Definition

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is an assessment process that involves the assessment of an individual's relevant prior learning (including formal and informal learning) to determine the credit outcomes of an individual application for credit.

2 Purpose

Windsor College provides a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous or current training, work experience and / or life experience.

The underlying principle of Recognition of Prior Learning (RPL) is that no individual / participant should be required to undertake a unit of study in a training session for which they can demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and / or partial or total completion of a qualification.

3 Policy Statements

- 3.1 Windsor offers recognition of prior learning to individual learners.
- 3.2 Windsor has and implement this Recognition of Prior Learning (RPL) Policy and Procedures, for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with the requirements of the underpinning educational framework of the course.
- 3.3 If Windsor grants RPL or course credit to an overseas student, the College must 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 overseas student ceases to be an accepted student.
- 3.4 If Windsor grants the overseas student RPL or course credit that reduces the overseas student's course length, the College must:

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- a. 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
- b. report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

4 Procedure

Requests for RPL

- The Recognition of Prior Learning (RPL) process is structured to minimise the cost and time to applicants whilst retaining the integrity required by the Standards for Registered Training Organisations (RTOs) 2015 to recognise competencies in accordance with the requirements of Training Packages or Curriculum documents.
- The College ensures that any applicant for RPL is provided with the following:
 - Information about the competencies and performance criteria relevant to their RPL application
 - Adequate information and support to enable them to gather reliable evidence of competency
 - Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application
- Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.
- A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted with a students' RPL application kit.
- It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes and assessment of a learner's competence.
- Students who are eligible for credit transfer must not be required to undertake an RPL process. Refer to the Colleges Credit Transfer Policy and Procedure

Assessment Process

1. RPL applications are made using a student RPL Application kit that is available from the Campus Reception.
2. The student RPL Application kit should be completed and forwarded to the Director of Studies or designated staff together with the required fee.
3. A copy of the student RPL Application kit and all verified supporting documentation is placed on the student file.
4. The College will provide RPL applicant's access to the relevant Units or Modules before the RPL application being completed.
5. The Director of Studies or designated staff will give applicants advice on completing the student RPL Application kit and gathering reliable evidence. Evidence that can be used to support the RPL application can include:
 - A detailed resume
 - Letters from employers
 - An interview with the Assessor
 - Work skills or knowledge

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- Paid or unpaid work experience
 - Life experience
 - Community work experience
6. Applicants must provide additional evidence if requested by the assessor.
 7. Upon receipt of the RPL Application kit, a qualified College assessor will assess the RPL application, sign the form indicating the assessment outcome and advise the Director of Studies of the outcome. Students will be advised promptly of the decision in writing by the Director of Studies. Further information or an interview with the student may be required before the evaluation of the application is completed.
 8. The assessor will assess the evidence submitted in relation to: validity, sufficiency, authenticity and currency.
 9. The completed student RPL record must be signed by the student and the assessor RPL application documentation, assessment processes and outcomes are placed in the student file.
 10. The Director of Studies will inform the Enrolment Officer regarding the outcome of the RPL Application.
 11. Granting of RPL must be recorded as a unit outcome in the student's file and student management system.
 12. Students may use the College Complaints and Appeal Policy and Procedures if they are dissatisfied with the outcome of their RPL application.
 13. After RPL is granted, a student's course schedule and training plan must be reviewed and any reductions in the scheduled participation and the reasons for the reduction recorded and placed on the student's file.
 14. For international students, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
 15. After RPL is granted a student's course schedule must be reviewed and modified to ensure a full time load and details of this placed in the student's administration file. If the RPL outcome leads to a shortening of the student's course:
 - if the course credit is granted before the student visa grant, the Enrolment Officer will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - if the course credit is granted will affect the duration of the course, the Enrolment Officer will record a change of course duration on PRISMS. This will result in the creation of a new CoE (with revised end date) and the cancellation of the original CoE.
 - if the course credit granted will not affect the duration of the course, the Enrolment Officer will record the course credit in the student's file but does not need to take any other action.
 - if the course credit granted will affect the duration of the course, the Enrolment Officer will record a change of course duration on PRISMS. To do this, the Student Support Officer uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment. The Student Support Officer then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.
 16. For international students, there will be no reduction in student tuition fees for subject exemption as a result of an RPL application being approved.

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5 Related Standard

This policy/procedure supports 'Standard 2.3, 2.4 and 2.5' of the ESOS National Code 2018 and 'Standard 1.12' of Standards for Registered Training Organisations (RTOs) 2015.

6 Related Documents/Forms

1. RPL Kit

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