

Procedure Name:	<b>Recognition of Prior Learning (RPL)</b>
Document Number:	V9.8.02
Approved by:	Academic Director
Last Approval Date:	August 2022
Review Date:	August 2024
Audience:	Charlton Brown, Students and Community
Contact Officer:	Academic Coordinator
Related Documents:	V9.8.01 RPL Policy V9.8.03 RPL Student Guidelines V9.8.04 RPL Process Flowchart (Internal) V9.8.05 RPL Application Guide V9.8.06 RPL Action Plan V9.8.07 RPL Portfolio V9.8.08 RPL Professional Conversation V9.8.09 RPL Assessment Decision V9.8.10 RPL Student Feedback
Legislation:	<a href="#">Standards for registered training Organisations (RTOs) 2015</a>

## 1. Purpose and Objective

The purpose is to ensure that the processing of student applications for RPL will be managed efficiently and effectively.

## 2. Definitions

**RPL** Recognition of Prior Learning

## 3. Procedure Scope/Coverage

This procedure details how RPL applications will be processed. This procedure applies to all the programs of vocational education training conducted by Charlton Brown.

## 4. Procedure Statement

Information regarding how to apply for RPL will be included in materials/information provided to the student prior to enrolment i.e., the Student Handbook and will detail the process and evidence requirements.

The cost for RPL is the same as that for enrolling to study the unit

### Recognition of Prior Learning

- V9.8.01 RPL Policy
- V9.8.03 RPL Student Guidelines
- V9.8.04 RPL Process Flowchart
- V9.8.05 RPL Application Form
- V9.8.06 RPL Action Plan
- V9.8.07 RPL Portfolio

- V9.8.08 RPL Professional Conversation
- V9.8.09 RPL Assessment Decision
- V9.8.10 RPL Student Feedback

1. When a student has relevant experience and/or training or where the student has no certification to document relevant training, a RPL assessment will be undertaken. Information can be found in **V9.8.03 RPL Student Guidelines**
2. A student applies for RPL via **V9.8.05 RPL Application Form**
3. The Faculty Director assign an assessor to the RPL application to assess the likelihood of a reasonable RPL opportunity
4. The assessor must respond to the applicant within 10 days of the application being lodged
5. The assessor and student develop **V9.8.06 RPL Action Plan** which documents the agreed RPL process and timeline
6. The applicant must submit **V9.8.07 RPL Portfolio** within the time agreed to in the RPL Action Plan
7. The assessor reviews the portfolio submission which includes documentary evidence
8. If further evidence is needed, the assessor makes arrangements with the student for a professional conversation. This is recorded on the **V9.8.08 RPL Professional Conversation**
9. After making a final assessment decision, the assessor completes **V9.8.09 RPL Assessment Decision** and submits to administration for resulting and also advises applicant of the final result
10. The applicant is invited to provide feedback using QF07 Student Feedback on RPL Experience

This process is documented in a flow chart in **V9.8.04 RPL Process Flowchart**

**5. Responsibilities**

- The Faculty Director or Academic coordinator will be responsible for overseeing the application process.
- **All staff** are responsible in assisting students to apply for recognition.
- The relevant **Trainer** will be responsible for conducting the RPL assessment and/or reviewing the credit evidence and/or conducting an analysis of evidence to establish equivalence of study, for the purpose of credit. It is the responsibility of all trainers/assessors to ensure that this RPL Process is carried out for all students applying for RPL.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New Procedure developed
1.0	Academic Director	July 2022	July 2022	Approval of new procedure

2.0		August 2022	August 2022	Updated Forms
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