



1. Policy

Introduction

Recognition of Prior Learning (RPL) is an acknowledgment of the full range of an individual's skills and knowledge - irrespective of how they were acquired.

This philosophy supports the mission and goals of Narre Community Learning Centre Inc. (*NCLC*) and is therefore, seen as an important concept to be adopted.

Purpose of Policy

To outline the applicability and processes for Recognition of Prior Learning and Recognising Current Competencies at *NCLC*.

Related Policies/ Documents

This policy was originally developed in conjunction with the "RPL Guidelines" publication from the Southern Westport Regional Council of ACFE 1997 and further revised following recommendations at audit.

RPL Application Form

Procedure on National Recognition.

Recognition

The main focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on both the demonstration of competence and the currency of that competence to industry standards.

Clients who consider they already possess the competencies identified in all or part of any course/qualification offered by *NCLC* will be encouraged to seek formal Recognition.

The Recognition process may also be referred to as Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC). The process also includes Credit Transfer. It is the determination on an individual basis of the competencies obtained by a client through:

- previous formal training,
- work experience, and/or
- life experience

If a client has gained competencies which are relevant to the course/qualification in which they are participating, then they may not have to study module(s)/unit(s) of competence covering that content. Clients seeking Recognition must establish the currency of their competence.

The processes used to determine Recognition are fair to all parties and *NCLC* will ensure that it provides adequate support to all potential applicants.

Eligibility for the Recognition Process

RPL is available to all students who have enrolled in an accredited course offered *NCLC*. Students must be enrolled in a course prior to them applying for RPL.

Payment of an Assessment Fee per module applies and must be paid before any assessment is made. Variations to this may be



made under authorisation from the CEO.

Recognition Process

It is the client's responsibility to gather sufficient evidence to support his/her application for Recognition. This evidence may include:

- obtaining a copy of the relevant units of competency from NCLC
- aligning the competencies for the qualification with the competencies associated with previous education, training or workplace experience
- collecting any documentation, references and relevant examples to support the application
- providing proof of ownership of any examples of work
- submitting certified copies (NOT ORIGINALS) of qualifications. Certification can generally be obtained from any bank or Post Office as long as identification is provided

Applications must be made in writing on the official RPL Application form.

Students will be notified of the outcome of their application in writing and within 7 days of their application being received and processed.

Credit Transfer

Recognition can also include the opportunity for Credit Transfer for previous study and must also be accompanied by evidence of currency in the study area.

Skill Test

If a client is unable to supply documentary evidence to support their Recognition application they may be required to sit for a "Skill Test" to determine competency.



2. Document History

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| Written/Amended By: | Joanne Bigley | Version: | 2.0 |
| Authorised By: | Board of Management | Date: | 18.2.13 |
| Changes to previous issue | National Recognition information removed from policy. | | |