



# AUSTRALIAN NATIONAL COLLEGE

## RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURES

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# RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURES

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# RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURES

## PURPOSE

This is to ensure that Australian National College recognizes competencies of students and their prior learning that may have been attained through combination of formal or informal training or Non formal learning and education, work experience or general life experience in which the student is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework (AQF), training package or VET accredited courses.

## SCOPE

This policy applies to:

- Students enrolled at Australian National College
- Australian National College Admissions Team, Academic Staff and Student Support Team.

All staff are made aware of the requirements of this policy through regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Handbook, during the enrolment and orientation processes and also throughout the course.

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## DEFINITIONS:-

<p><b>FORMAL LEARNING</b></p>	<p><i>The learning that takes place through a structured program of learning undertaken at an accredited education provider that leads to the full or partial achievement of an Australian Qualification Framework (AQF) qualification, or other officially accredited qualification recognised by Australian National College. (for example, a certificate, diploma or university degree);</i></p>
<p><b>INFORMAL LEARNING</b></p>	<p><i>The learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support. (for example the acquisition of interpersonal skills developed through several years as a sales representative).</i></p>
<p><b>LEARNING OR COMPETENCY OUTCOMES</b></p>	<p><i>A learning or competency outcome that a learner should know and/or be able to do as a result of being involved in a learning process. The learning should indicate a conceptual as well as a practical grasp of the knowledge or competency required and should be applicable outside the environment in which it was acquired.</i></p>
<p><b>NON-FORMAL LEARNING</b></p>	<p><i>Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)</i></p>
<p><b>RPL</b></p>	<p><i>Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.</i></p>
<p><b>PRISMS</b></p>	<p><i>Provider Registration and International Student Management System, (PRISMS) is a secure system for providers to: issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Home Affairs requires these to issue a student visa), and &amp; report changes in course enrolment.</i></p>

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**RECOGNITION OF PRIOR LEARNING (RPL)** means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

## **Recognition of prior learning (RPL) is defined in the AQF as follows:**

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

**This is underpinned by the AQF definition of credit as follows:** Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

## POLICY

Students having a significant amount of training and/or work experience within the field that is relevant to a course offered by ANC may be eligible for Recognition of Prior Learning (RPL).

Australian National College ensures that any applicant for RPL is provided with the following:

- assisting applicants to understand the RPL assessment process;
- assisting applicants to identify the learning or competency outcomes associated with their prior learning and identify areas where claims for RPL might be made;
- advising on the format of applications including the gathering of valid, current, sufficient and reliable evidence and the authentication required;
- Where further evidence is required, providing advice on the learning or competency outcomes against which students will be assessed.
- providing Information about the competencies and performance criteria relevant to their RPL application
- providing adequate information and support to enable them to gather reliable evidence of competency

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- Opportunities to obtain feedback on the evidence proposed prior to finalization of the application

Students must complete an application form for RPL and attach supporting evidence as required. This evidence must be clearly identifiable, and support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence with each Unit of Competency.

The student may not need to complete all of the units in a course enrolled if his/her competencies are recognised through the RPL process.

## PROCEDURES:

Student is referred as an applicant in the below described procedures.

To apply for recognition of prior learning applicant will need to read **RPL Instructions for Students** and complete the **RPL Application Form** that is available from the Reception and provide supporting evidence.

Australian National College course coordinator will give advice to the applicant on completing the RPL application form and gathering reliable evidence.

Applicants will be encouraged to discuss the requirements and the types of evidence they are thinking of presenting prior to submitting the application.

Any applicant for Recognition of Prior Learning is provided with:

- a) Information about the competencies and performance criteria relevant to their Recognition of Prior Learning application
- b) Adequate information and support to enable them to gather reliable evidence of competency
- c) Opportunities to obtain feedback on the evidence proposed prior to finalization of the application
- d) Applicant who are eligible for credit transfer will be granted Credit Transfer status and will be subject to the Credit Transfer Policy and Procedure.

It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitude 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 use his/her professional judgment (based on Training Package

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Assessment Criteria in general and each Unit of Competency in particular) whether the evidence produced demonstrates current knowledge, skills and attitude required in the Training Package and Units of Competency.

Evidence may include but not limited to:

- a) interview/professional conversation
- b) observation and questioning including workplace visits
- c) portfolio of work, which may include completed assessment items from previous study
- d) supplementary assessment tasks or challenge test (oral, written or practical)
- e) authentication of evidence by supervisor or employer
- f) The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The application will need to be submitted at the Campus Reception who will forward the application to the Director of Studies

The Director of Studies will assign a Trainer/Assessor or Course Coordinator who will assess the completed RPL application and the student will be advised -of the decision accordingly. Further information or an interview with the student may be required before evaluation of the application is completed.

The completed RPL Assessment Form must be signed by the student and the Trainer/Assessor.

Granting of RPL must be recorded as an outcome in the student file using the RPL - Record of Results and signed by Director of Studies.

The Director of Studies/Course Coordinator will inform the Admissions Staff / Student Support Team about the outcome of the RPL application.

RPL application documentation, assessment processes and outcomes are placed in the student's academic file.

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:

- a) if the course credit/RPL is granted before the student visa grant, the Australian National College Student Support Team / Staff will indicate the actual reduced course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or

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- b) if the course credit/RPL is granted will affect the duration of the course, the Australian National College Student Support Team / Staff 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.
- c) if the course credit/RPL granted will not affect the duration of the course, the Student Support Team / Staff will record the course credit in the student's file but does not need to take any other action.
- d) if the course credit/RPL granted will affect the duration of the course, the Student Support Team will record a change of course duration on PRISMS. To do this, the Student Support Team / Staff uses the Student Course Variation function, and indicates that the student has requested a change to the existing enrolment.

The Student Support Team / Staff 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.

Unsuccessful applicants have a right to formally appeal the RPL assessment, through the Complaints and Appeals Policy and Procedure.



# RECOGNITION OF PRIOR LEARNING POLICY AND PROCEDURES

## **Documents/Forms:**

1. RPL Application Form
2. RPL Instruction for Student
3. RPL Record of Results/RPL Evidence Summary Sheet
4. RPL Evaluation form
5. RPL Evidence form