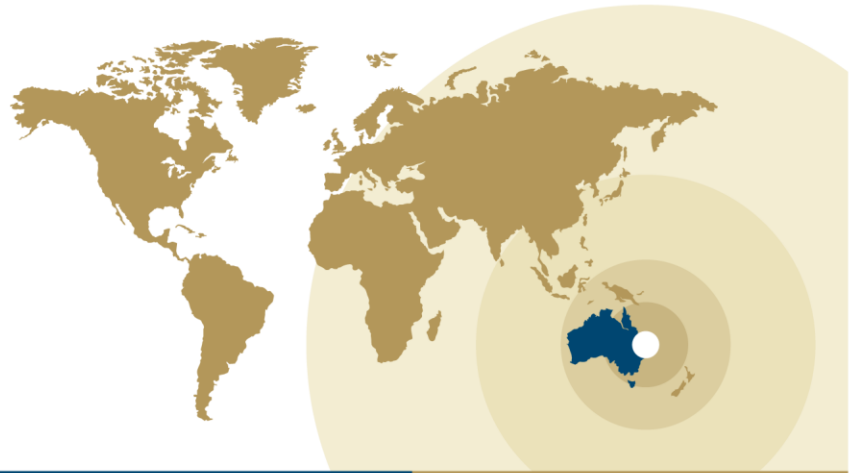


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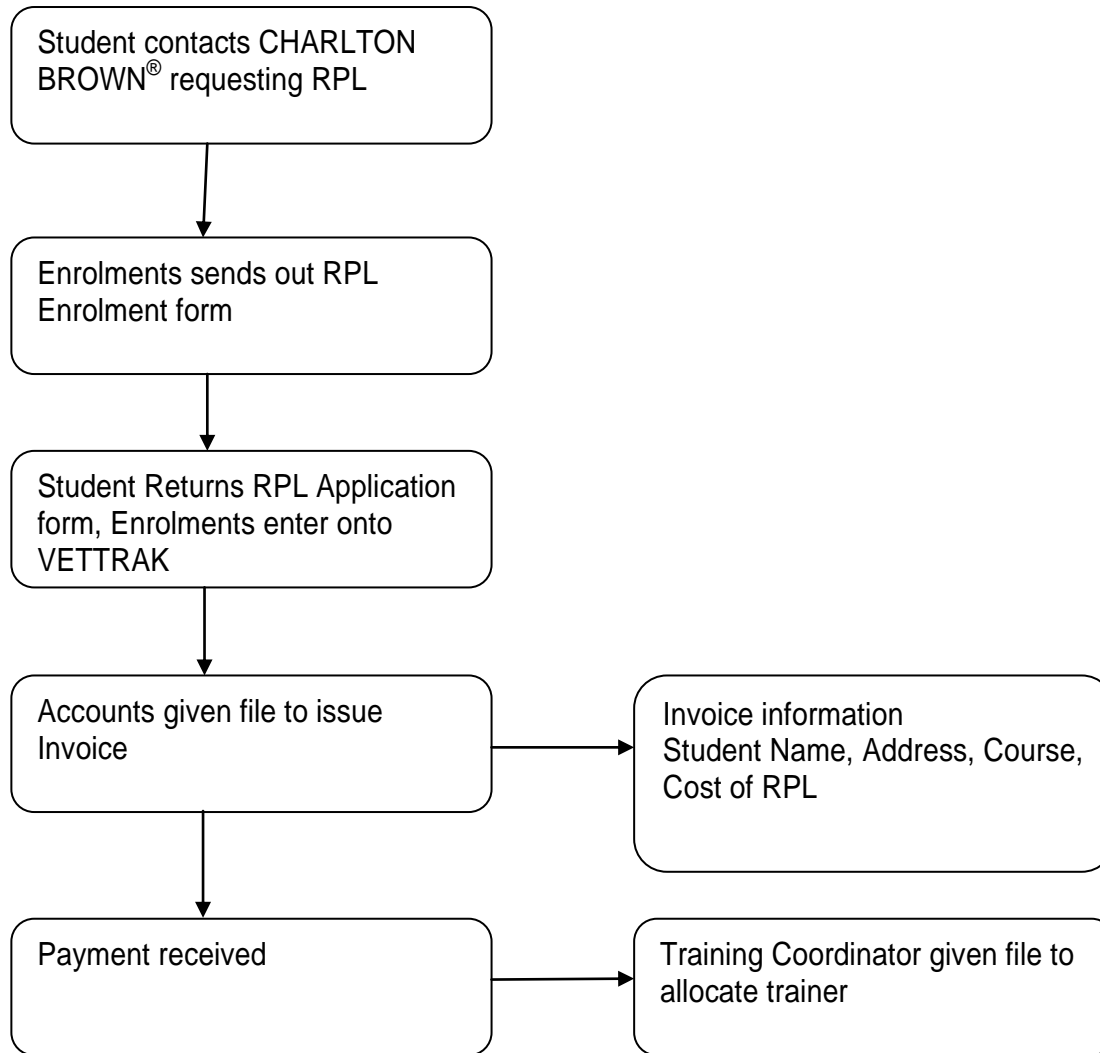
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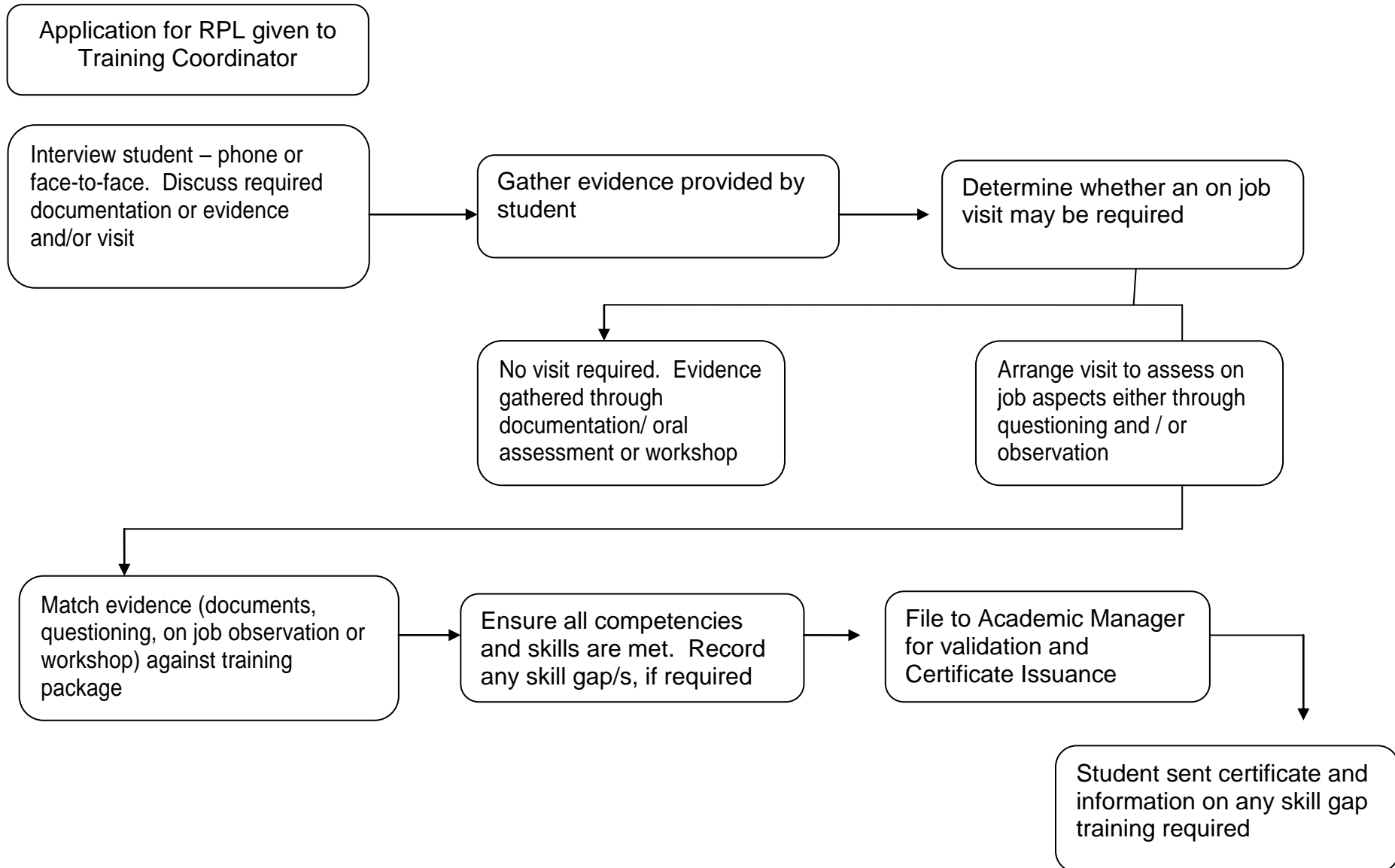
Procedure Manual

Recognition of Prior Learning
(RPL)

RECOGNITION OF PRIOR LEARNING (RPL) ADMINISTRATION



RPL PROCESS



RECOGNITION OF PRIOR LEARNING (RPL) OR COURSE CREDIT

INTRODUCTION

Recognition of prior learning is generally known as the process by which individuals can have their prior qualifications and informal learning recognised formally through assessment. Recognition is given for skills and knowledge that they are currently using for a particular job/role recognised against the competency standards. CHARLTON BROWN® recognizes all Statements of Attainment and AQF qualifications issued by other RTOs.

The RPL process is the gathering of evidence to assess an individual against competency standards combined with essential knowledge and skills in order to determine whether they have achieved through informal, formal, past or present learning and experience the required competence for a particular job role or for recognition towards a formal qualification.

This process is particularly useful for someone who is operating at a particular level and who wants to identify that they have the required skills and knowledge for a qualification. It can be used to identify any gaps need for training.

Course Credit is defined by the National Code 2007 as Exemption from enrolment in a particular part of the course as a result of previous student experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

RESPONSIBILITIES

The Academic Manager or Assessor is responsible for ensuring that correct recognition is given for achieved competence.

EXEMPTIONS:

By applying for recognition of prior learning and/or mutual recognition and having it approved the student will be exempt from completing that subject and will receive course credit.

Applications for Exemption will only be accepted if:

- The student is enrolled in an approved course of CHARLTON BROWN®.
- The appropriate fee has been paid. and
- The application is made in the first term of study.

Exemptions will be granted based on skills and education that a student has already acquired. The granting of exemption is based on the concept of RPL.

FOR INTERNATIONAL STUDENTS:

If the college grants the student course credit which leads to a shortening of the student's course before the student visa is granted, the Confirmation of Enrolment will indicate the actual net course duration for the course.

If course credit is granted after the student visa is granted, the change of course duration will be reported to DEEWR via PRISMS within 14 days after the event as specified under Section 19 of the Education Services for Overseas Students Act 2000 (Cth) (the ESOS Act).

PROCEDURE:

1. Applicant, upon enquiry, is forwarded covering information, Recognition of Prior Learning Application Form (Q3-9-1) and Student Flow Chart together with a copy of information to support RPL Evidence Guide (Q3-9-1-3) and copy of qualification structure.
2. Student returns RPL Application Form
3. Enrolments enter student details onto VETTRAK then give file to accounts for issuance of invoice.
4. Assessors Process
 - a. Candidate Self-Evaluation form is sent to student to complete, Task list is also sent for student to have skills assessed.
 - b. Applicant interviewed either by phone or face to face to discuss evidence gathering methods and potential units or competencies that should be considered in process.
 - c. Evidence of competence will need to be supplied and/or evidence in gained by assessor asking questions (Assessment Tools) as designed for each course.
 - d. Samples of work, letters from supervisors, job descriptions, courses undertaken, evidence from previous work, Statement of Attainment from RTOs are also part of the assessors tools to ascertain competence,
 - e. Visiting the student on the job and observing is another method of assessment which can be used.
 - f. Validate information from third party – contact employer, referee
 - g. Complete the RPL form for each unit unless using Reviewed documentation
 - a. Fill in evidence column –e.g. feedback from supervisor, letter, sample of work, question response, years of experience...
 - b. Comments column – complete describing why / or why not competency achieved
 - h. Complete RPL Overview form for the course undertaking the RPL after completing the RPL form for the units within the qualification.
5. Recognition of Prior Learning Application Form (Q3-9-1) to be completed and forwarded with evidence.
6. On receipt of application for RPL the information and evidence will be assessed in relation to the competencies.
7. Recognition is given for all units completed under RTO status and Australian Quality Training Framework.
8. If successful in gaining RPL then an Acceptance Letter RPL (Q3-9-2) is forwarded.
9. If unsuccessful, a letter detailing the reasons will be forwarded.
10. All information will be kept in the student's file as per Q2-3 (Document Control).

FEES:

The RPL process takes time and requires a qualified assessor to undertake the verification of the evidence provided by the applicant. CHARLTON BROWN® charges a flat rate for the RPL process and a set amount for any unit undertaken for skills gap training.

FORMS AND POLICY DOCUMENTS

ANNEXURE

RPL Application Form	Annexure 24
Student RPL Checklist	Annexure 25
Assessor RPL Checklist	Annexure 26
RPL Evidence Guide	Annexure 27
Course Overview (CHC30102)	Annexure 28
Course Overview (CHC30402)	Annexure 29
Unit sample	Annexure 30
Assessment Tool sample	Annexure 31

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DISCLAIMER

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