



Recognition of Prior Learning

In accordance with Clause 1.12 of the Standards for RTOs 2015 and Standard 2 of the National Code 2018, United Institute will provide students with the opportunity to seek recognition of prior learning (RPL) through a systematic process. RPL is a process that assesses a learner's competency which has previously been acquired outside of the formal training and education system, to determine if a learner meets the requirements for a unit of competency. The RPL process removes any duplication of training and assessment and enables students to gain formal qualifications based on the informal training and education they possess.

General Recognition of Prior Learning Assessment Principles

When a student applies to undertake an RPL process, United Institute will be guided by the following:

- All learners are entitled to apply for RPL in a nationally recognised training program in which they are enrolled into;
- Learners will be encouraged to apply for RPL prior to the commencement of their training program – United Institute engages with the learner during the enrolment process, asking if they would like to apply for RPL, but they may apply for recognition at any time throughout their enrolment period;
- There are no fees applicable for a learner to apply for RPL;
- Learners may only apply for RPL for units which are included on our scope of registration;
- The principles of assessment – fairness, flexibility, validity and reliability; as well as the rules of evidence – validity, sufficiency, authenticity and currency will be applied to all RPL assessments;
- We may only award RPL for entire units of competency, not parts of a unit of competency; and
- International students may access the RPL assessment process only if they have adequate and current Australian experience, international experience will not be considered.

Suitable RPL Evidences

As RPL is a type of assessment, evidences are to be collected to prove that the student have the knowledge and skills previously acquired through informal training, work, volunteering, life and other relevant experiences. The evidences collected must prove that the knowledge and skills held by the student is sufficient, valid, authentic and current.

Examples of acceptable evidences include:

- Assessments of current knowledge



- Certificates of informal learning or training undertaken by the candidate in the past 5-years
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Job descriptions and/or letter of offer detailing the candidate's job scope
- License documents
- Observation by an assessor in the workplace
- Performance appraisals or reviews
- Photographs or videos of the candidate carrying out their work
- Practical assessments of current skills
- Professional or trade memberships
- Records of workplace training
- Reports from current and previous supervisors or managers
- Resume
- Testimonials from clients
- Verified references from current and previous supervisors or managers
- Work records
- Work samples

United Institute does not consider only one form of the above list of evidences sufficient, and multiple forms of evidences will be required to support the judgement that the student is indeed competent and meets the requirements of the unit(s) of competency.

Appealing the Outcome of an RPL Assessment

Should a student be dissatisfied with the outcomes of the RPL assessment, they have the right to an appeal. The appeal must be lodged within **20 business days** from the date they were notified of the assessment outcome. The student is to complete an Appeals Form which can be accessed on our website. United Institute will endeavour to process and finalise the appeal within **20 business days** of receiving the appeal and provide a written response to the appellant within **5 business days** of the finalisation of the appeal. Should it take us longer to review the appeal, United Institute will provide regular updates to inform the appellant of the progress. This should be done at least once every fortnight. Refer to our Appeals policy for more information on the Appeals process.

RPL Assessment Procedure



- 1 Application for RPL received** – when the application is received by the student, check that the *Recognition of Prior Learning Application Form* submitted is completed in its entirety.
- 2 Brief the student on the RPL process** – advise the student of the RPL process and inform them that the Assessor will review their application and contact them within **15 business days** to discuss an assessment plan. The Student & Administration Support personnel is to then forward the student's RPL application form to the relevant Assessor.
- 3 Complete an RPL Assessment Plan** – once the Assessor has reviewed the student's RPL application, they are to prepare an assessment plan for the student. The Assessor may be required to contact the student for further information to assist them in preparing the assessment plan. Once the Assessor has completed the student's RPL Assessment Plan, they are to send out the RPL Assessment Plan together with the RPL Evidence form to the student. The student is then to be contacted so that the Assessor can go through the plan with them, explaining the assessment process, the units of competency included in the RPL assessment, and the types of evidences that would be acceptable. This must be done within **15 business days** of receipt of the student's application for RPL.
- 4 Student to compile the evidences and complete the RPL Evidence Form** – the student is to compile the evidences as outlined in the RPL Assessment Plan and populate the relevant fields in the RPL Evidence form. The RPL Evidence form enables students to provide a clear record of the evidences they are able to provide against each unit of competency. Students are then to submit the form together with the evidences to the Assessor by the due date. The due date should be a reasonable period, depending on the amount of evidences the student is so gather. The due date should be set in cooperation with the student.
- 5 Review assessment evidences submitted** – the Assessor is then to review the evidences and decide on the need for additional evidence where there are gaps. The Assessor may require the student to answer knowledge questions verbally, or in writing, or undertake practical assessment tasks.
- 6 Provide feedback** – Verbal feedback is to be provided at various stages of the evidence collection and RPL assessment process on the evidences provided and the knowledge and skills assessments undertaken. Once all of the evidences have been collected, including any knowledge and skills assessments, the Assessor is to provide the student with written feedback regarding the assessment outcome by completing the RPL Assessment Summary. The Assessor should also advise the student of United Institute's Appeals policy should the student wish to appeal their assessment outcome. The Assessor should direct the student to the Student Handbook for more information should it be required.



- 1 Record information on student's file** – when all assessment and appeal processes have concluded, the assessment outcome is to be recorded on the student's file on RTO Manager. Ensure that all evidences and assessment tools, as well as communication on all matters related to the RPL are saved to the student's file. Where required, the student is to be issued with their AQF certification documents.

RPL Assessment Process Flow-Chart

RPL application form received

Brief the student on the RPL process

Review RPL application form for completeness

Evidences sufficient?

Record notes and save all evidences on student's file on RTO Manager

N

Y

Send out RPL Assessment Plan and RPL Evidence form to the student

Forward RPL application to relevant Assessor

Assessor to complete an RPL Assessment Plan

Student to be contacted to discuss the RPL Assessment Plan

Student to gather the required assessment evidences and complete the RPL Evidence form

Student to submit the compiled evidences and the RPL Evidence form by the due date

Assessor to review submitted evidences

Request for more evidences and/or undertake knowledge and skills assessments

Provide student with feedback and outcome on assessment via the RPL Assessment Summary

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