

Procedure

Recognition of Prior Learning

Relevant clauses: 1.8 & 1.12

1. Introduction

Vocational Training Queensland (VTQ) seeks to provide Recognition of Prior Learning (RPL) to all learners undertaking VET courses. Where an RPL application is requested this procedure details the process to be followed for advising students of and assessing RPL.

2. Scope

This procedure covers all RPL assessments conducted by VTQ.

The objective of this procedure is to ensure that all students are advised about RPL, given the opportunity to apply for RPL and, where applicable grant an RPL.

3. Roles and responsibilities

The *Chief Executive Officer* is responsible for:

- ensuring the correct implementation of this procedure.

The *RTO Manager* is responsible for:

- informing *Trainers and Assessors* about the RPL procedure
- ensuring RPL information is included in the VTQ Induction module, that is provided to students prior to commencement of a course
- maintaining RPL application forms, templates and evidence collection tools.

The *Trainer and Assessor* is responsible for:

- ensuring the student is informed about RPL as per VTQ Induction module
- providing the student with a copy of the *RPL Application* upon request
- assisting the learner to gather appropriate and sufficient evidence to fulfil the requirements of the unit/s of competence
- conducting the RPL assessment
- notifying the student of their outcomes from the RPL process and if required, identifying any gaps in knowledge or skill and providing a tailored plan to achieve competence
- updating the student's records if RPL is granted and notifying the RTO Manager to update the *RPL Application Register*
- retaining documented evidence of the assessment process in line with the [Retention of Student Records Procedure](#).

4. Procedure

A student induction will be conducted on *Coassemble* and monitored by the *Trainer and Assessor* and included in this process will be information about Recognition of Prior Learning (RPL).

Students will be informed about:

- what RPL is
- how to apply for an RPL
- the application forms used for RPL and the types of evidence that could be presented
- the process that will be followed
- how an RPL application is assessed.

The following process is then followed:

- The student will complete an RPL application form and return the form to the *Trainer and Assessor*.
- The *Trainer and Assessor* will interview the student and determine if RPL evidence can be obtained.
- The *Trainer and Assessor* will identify and request the student to provide information for the RPL.
- Once the student has submitted the required evidence the *Trainer and Assessor* will examine the evidence provided and make an assessment judgement.
- If there are gaps, the *Trainer and Assessor* will inform the student of any further training and assessments that will need to be conducted to fulfil the requirements of the unit/course.
- The *Trainer and Assessor* will clearly document the assessment decision using the qualification specific documentation that is to be retained in accordance with the *Retention of Student Records Procedure*.
- The *Trainer and Assessor* must inform the *RTO Manager* of the application and result for documentation.
- Completed RPL application and RPL evidence tools will be uploaded to the students file for moderation by the compliance officer. Final grades will be created as RPL grades and the students enrolment information adjusted accordingly.

Records and documentation

[RPL Candidate Information Booklet](#)

[RPL Assessor Booklet](#)