

# RECOGNITION OF PRIOR LEARNING (RPL) POLICY

## Introduction

Recognition of Prior Learning (RPL) is a process by which current skills and knowledge (competencies) that a student may have acquired previously through formal, non-formal or informal learning<sup>1</sup> can be assessed.

An RPL assessment determines the extent to which a student has achieved the required learning outcomes, competency outcomes or standards for entry to, and / or partial or total completion of a nationally recognised unit(s) of competency.

If existing competencies can be demonstrated, validated and meet the requirements specified for a nationally recognised unit(s) of competency those competencies do not need to be retaught. Group 314's training methodology is designed to build on existing competencies to achieve unit of competency requirements rather than starting from the beginning. This may expedite the completion of a course.

RPL is not credit transfer. RPL assesses the current competency of a student, while credit transfer recognises the equivalence of studies previously undertaken and successfully completed. Credit transfer is addressed separately in the Group 314 Credit Transfer Policy

The purpose of this RPL Policy is to clearly communicate Group 314's approach to RPL and to explain how the RPL process works.

## Application of the RPL Policy

RPL is available for every nationally recognised unit of competency offered by Group 314.

---

<sup>1</sup> Types of learning that can contribute to RPL are:

- Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an Australian Qualifications Framework (AQF) qualification or statement of attainment (for example, a certificate, diploma or university degree).
- 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).
- Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative) (Source: ASQA <https://www.asqa.gov.au/standards-vac/definitions> 5 January 2019).

---

## How students can apply for RPL

RPL may be claimed for any or all units of competency that make up a course.

When a student enrolls in a Group 314 course, they are asked if they wish to claim RPL. Instructions for claiming RPL are provided to students at this stage of the enrolment process.

A claim for RPL can also be made by a student at any time prior to completion of a course. In addition, Group 314 trainers and assessors may identify RPL opportunities on a student's behalf if they observe existing competency(s) that haven't been claimed by the student.

All RPL claims are discussed with the student and assessed for eligibility by a Group 314 Assessor.

## How RPL is assessed

Students must provide evidence to support a claim for RPL. Evidence requirements are outlined in the Group 314 Evidence Guide.

Group 314 uses the evidence supplied by a student as the starting point for assessment of an RPL claim. This is supplemented by other forms of evidence acquired by Group 314 Assessors such as: interviews with the student; validation of current competencies by third parties such as employers; validation of certificates; and direct observation of the student.

Assessments using RPL must:

- Meet the requirements of the relevant nationally accredited unit of competency. Requirements include: industry knowledge and skills; and the application of that knowledge and skill to the standard of performance expected in the workplace.
- Be conducted in accordance with the Australian Skills Quality Authority (ASQA) Principles of Assessment and Rules of Evidence (these are detailed in the Group 314 Evidence Guide).
- Meet workplace, and where relevant, regulatory requirements.

A student may appeal an unsuccessful RPL claim in accordance with the Group 314 Complaints and Appeals Policy.