

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

Introduction

1. 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 learning¹ can be assessed.
2. RPL is not the absence of training and assessment, rather, it is 'assessment only'.
3. 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.
4. 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.
5. 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
6. The purpose of this RPL Policy is to clearly communicate Group 314's approach to RPL and to explain how the RPL process works.

¹ 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).

RPL by Group 314

7. Group 314 provides training and assessment services for personnel operating in high-risk operational environments, and as such, must ensure assessments of competency are beyond question. RPL assessments by Group 314 are enhanced such that students must complete the same assessments as students undertaking standard courses. This approach to RPL ensures students are current in both skills and knowledge.
8. Group 314 refers to this approach to RPL as **'Assessment Only'**.

Application of the RPL Policy

9. RPL is available for every nationally recognised unit of competency offered by Group 314 unless it is not permitted by industry or is otherwise specified in Group 314 course information.

How students can apply for RPL

10. RPL may be claimed for any or all units of competency that make up a course.
11. 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.
12. 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.
13. All RPL claims are discussed with the student and assessed for eligibility by a Group 314 Assessor.

How RPL is assessed

14. Students must submit RPL evidence through the Group 314 Student Portal as detailed for each listed assessment activity. Evidence requirements are outlined in the Group 314 Evidence Guide. Typical assessment activities include:
 - a. Knowledge assessment (online).
 - b. Skills assessment (either through direct observation or video).
 - c. File submission.
 - d. Third party evidence.
15. Group 314 reviews the evidence supplied by a student to make an assessment decision.

16. Assessments using RPL must:

- a. 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.
- b. 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).
- c. Meet workplace, and where relevant, regulatory requirements.

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

Record Keeping

18. Group 314 retains student records for a minimum period of six months. This includes records of the assessments undertaken to determine eligibility of RPL along with all supporting evidence used to make the assessments.