Recognition of Prior Learning (RPL) Policy

1. Purpose

This policy sets out how Job Skills Training Academy recognizes prior learning to ensure candidates receive recognition for skills and knowledge already held, in line with the relevant Training Product Requirements and the Principles of Assessment and Rules of Evidence.

2. Scope

Applies to all prospective and enrolled learners seeking RPL for units of competency or qualifications on Job Skills Training Academy's scope.

3. Definitions

Recognition of Prior Learning (RPL): An assessment process that assesses an individual's relevant prior learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. The RPL process lets individuals with substantial existing skills and knowledge demonstrate their competence without first having to be trained**.**

4. Policy Statement

Job Skills Training Academy provides a fair, flexible, valid and reliable RPL process. RPL decisions are made by qualified assessors using current training product requirements and are supported by sufficient, authentic, current and valid evidence. Job Skills Training Academy:

a. Offers RPL to all students prior to enrolment and during enrolment
b. Ensures RPL is conducted by qualified assessors
c. Ensures assessment decisions are valid, reliable, fair and flexible
d. Provides clear information on RPL processes and fees
e. Provides feedback to students
f. Maintains records of all RPL assessments

5. Principles

- Fairness: We provide clear information, reasonable adjustments, and opportunities to address evidence gaps.
- Flexibility: We accept a range of evidence types and contexts, including workplace evidence and third-party reports.
- Validity: Evidence must relate directly to the elements, performance criteria, performance evidence and knowledge evidence of the unit(s).

- Reliability: Benchmarks and assessor guides are used to ensure consistent judgements; moderation/validation supports consistency.

6. Roles and Responsibilities

Candidates have the right to

a. Submit complete applications and evidence
b. Participate in competency conversations,
c. Challenge tasks or observations as required
d. Receive guidance
e. Appeal decisions

RPL Assessor has the right to:

a. Conduct RPL assessment against training product requirements,
b. Document mapping,
c. Make justified decisions, and
d. Provide feedback.

7. RPL Process Overview

Step 1 – Pre-application advice and self-assessment (Students are informed about RPL through the Website, Student Handbook and Enrolment process)

Step 2 – Application submission with evidence

Step 3 – Assessor review evidence, conducts interview and/or practical verification Step 5 – Decision,

outcome letter and records management

8. Evidence Requirements

Acceptable evidence may include:

a. Resume
b. Job description
c. Certificates
d. References
e. Work samples
f. Training records
g. Photos / videos
h. Third party report

9. Reasonable Adjustment and Support

Adjustments will not change the competency requirements but may change how evidence is collected (e.g., oral responses). Individual support plans may be implemented following LLND assessment.

10.Fees and Refunds

RPL fees and refunds follow the Fee and Refund Policy.

11.Appeals and Complaints

Candidates may appeal an RPL decision. Complaints are managed as per the Complaints and Appeals Policy.

12.Records and Version Control

RPL applications, evidence, assessor reports, mapping and outcomes are retained in the student file in accordance with records management requirements. Tools are version controlled and superseded versions archived.