RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

PURPOSE

This policy and procedure sets out how Evolve College Pty Ltd (RTO 41035) ("**Evolve College**") offers and conducts Recognition of Prior Learning ("**RPL**"), as required by the Standards for Registered Training Organisations (as in force from time to time).

1. WHO THIS POLICY APPLIES TO

a) This policy and procedure applies to all enrolled and prospective students of Evolve College.

b) RPL is available for units of competency in qualifications on Evolve College's scope of registration.

2. WHAT RPL IS

a) RPL is an assessment of the skills and knowledge you already have, however you gained them – for example through work, volunteering, life experience or training that did not lead to an identical or equivalent unit. If the evidence shows you are competent, you are awarded the unit without having to complete the training for it.

b) RPL is different from national recognition (credit transfer). If you have already completed an **identical** or **equivalent** unit with another RTO, apply for credit under the *National Recognition Policy and Procedure* instead – there is no fee for that.

3. PRINCIPLES

a) Evolve College offers RPL to all students and prospective students.

b) RPL is an assessment. It is carried out by a qualified RPL Assessor, against the requirements of each unit of competency, in line with the principles of assessment (fairness, flexibility, validity and reliability) and the rules of evidence (validity, sufficiency, authenticity and currency).

c) The outcome for each unit is either competent (RPL granted) or not yet competent. If you are not yet competent, the RPL Assessor will tell you what further training or evidence is needed.

4. HOW TO APPLY

a) (**When to apply**) RPL is completed before you enrol, so your enrolment and study plan reflect any units granted. Contact our Student Administration team on 1300 880 885 (Monday to Friday, 9:00am – 5:00pm AEST/AEDT) or at evolve@evolvecollege.com to discuss your application. We will explain the evidence needed for each unit.

b) (**Application**) Complete the *RPL Application Form*, attach your evidence, and email it to evolve@evolvecollege.com.

c) (**No fee**) There is no fee for RPL.

5. ASSESSMENT PROCESS

a) (**Stage 1 – initial review**) The RPL Assessor reviews your application and evidence, tells you whether RPL is likely to be suitable for each unit, and identifies any further evidence needed.

You then decide which units to proceed with.

b) (**Stage 2 – assessment**) For each unit you proceed with, the RPL Assessor assesses your evidence and will usually hold an interview (competency conversation) with you. They may also ask for a practical demonstration, further documents or third-party reports.

c) (**Verification**) The RPL Assessor will verify that your evidence is authentic, which may include contacting employers, referees or other organisations named in your evidence.

d) (**Outcome**) You will receive the outcome in writing within 20 business days of the assessment being completed, showing the result for each unit and the reasons for any not yet competent result.

e) (**Further training**) If RPL is not granted for a unit, you will need to complete the training and assessment for it. Your RPL Assessor can guide you on the options.

6. APPEALS

If you disagree with an RPL outcome, you can appeal under the *Complaints and Appeals Policy and Procedure*, using the *Complaints & Appeal Form*, within 5 working days of being told of the outcome.

7. RECORDS

a) The application, evidence, assessment records and outcome are kept on the student's file, and RPL results are recorded in the student database against the relevant units.

b) Each application and its outcome is recorded on the RPL Register.

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Related documents: RPL Application Form, National Recognition Policy and Procedure, Administration and Additional Fee Schedule, Complaints and Appeals Policy and Procedure, Student Handbook.