



## RECOGNITION OF PRIOR LEARNING POLICY

**VERSION NUMBER:** 1.021OCT2020JRAYNE

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**MODERATED BY:** James Rayne, Principal Executive Officer, 9 Oct 2020.

**VALIDATED BY:** Alisha Pradhan, Administrative Coordinator, 18 Oct 2020.

**SCOPE:** Global College Australasia (Here-in GCA).

**AIM:** The aim of this policy is to ensure that employees and potential students of GCA are provided with clarity and support on the Recognition of Prior Learning process in GCA.

**PURPOSE:** This policy is designed to ensure GCA remain compliant with respective regulatory and legislation requirements such as *RTO Standards 2015*.

**EFFECTIVE DATE:** 21<sup>st</sup> Oct 2020.

**AUDIENCE:** All employees, active students and potential students of GCA.

### POLICY STATEMENT

**1.1** GCA is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (here-in RPL) information to all its students at enrolment and whilst enrolled.

**1.2** GCA's staff will provide support and guidance regarding RPL and Credit Transfer enquiries in a timely manner.

**1.3** To be eligible to apply for a recognition of prior learning in GCA:

**1. A potential applicant:**

- A.** Must be at least 18 years old and
- B.** Must hold the Australian permanent residency or is an Australian citizen and
- C.** Has experience (generally 6 months) in the respective industry sector in which the RPL is applied in and
- D.** Is currently working in the respective industry sector in which the RPL is applied in and
- E.** Has relevant payslips for the prior month as a proof of work and
- F.** Has a formal letter from the current workplace which states:
  - i.** The full job role and key responsibilities of the applicant and
  - ii.** Since when the applicant has started to work in this workplace.

**OR**



## 2. A potential student applicant:

- A. Must be at least 18 years old and
- B. Must hold a valid visa with study and work rights in Australia and
- C. Must be enrolled in a concurrent course, bar the course in which the student is applying for an RPL, with a minimum of 20 hours weekly face to face contact in a registered training organisation (RTO) and
- D. Meets the English requirement for the RPL course and
- E. Has experience (generally 6 months) in the respective industry sector in which the RPL is applied in and
- F. Is currently working in the respective industry sector in which the RPL is applied in and
- G. Has relevant payslips for the prior month as a proof of work and
- H. Has a formal letter from the current workplace which states:
  - i. The full job role and key responsibilities of the applicant and
  - ii. Since when the applicant has started to work in this workplace.

### 1.4 During your RPL, GCA requires the applicant to:

- A. Maintain a face-to-face contact of at least one every fortnight. This frequency may increase or decrease depending on unit of competency being conducted.  
This is to ensure that you are supported with explanation of each UOC tasks and to validate your assessment.
- B. Adhere to all relevant GCA policies and procedures, notably, the uniform policy, classroom policy, misconduct policy, course progress policy, where applicable the attendance policy and the dressing code.

1.5 GCA will conduct regular visits in the applicant's workplace to assess their competency in one or more simultaneous units and gather as much evidence as possible. GCA will generally advise the applicant of the planned schedule.

1.6 Evidence gathered on workplace may include taking photos of the workplace venue, inclusive of the employees. The evidence gathered is solely used for academic work, administrative quality and assurance checks and as part of our ongoing continuous improvement strategy.

1.7 GCA will only conduct workplace visits for academic purpose within 50 kilometres of its campus in East Perth. In such an event, the cost involved in workplace visits outside of 50 kilometres of GCA East Perth campus will be negotiated prior enrolment or issuance of letter of offer.

1.8 Post completion of an RPL course, the applicant will be provided with their certificate and/or statement of attainment within 30 days of completion date of last unit of competency.