



## RECOGNITION OF PRIOR LEARNING POLICY

### 1.0 PURPOSE

The purpose of this policy and procedure is to ensure that **Global College Australasia (RTO ID: 45088 CRICOS ID: 03564F) herein called "GCA"** recognises the skills and knowledge of a prospective or current student who may be eligible to receive a qualification and/or a Statement of Attainment because of previous training undertaken, current and previous work experience, life experiences and knowledge.

Global College Australasia has a documented policy and process for assessing and recording recognition of prior learning (RPL) if it intends to assess RPL. The decision to assess prior learning does preserve the integrity of the award to which it applies and complies with the requirements of the underpinning educational framework of the unit of competencies or qualification / Skill Set.

### 2.0 POLICY STATEMENT

The intention of this policy is to ensure that learners must not be required to repeat any unit or module if they can provide valid, reliable, sufficient, current, and authentic evidence to demonstrate their current competence. The RPL process will use evidence from the learner's formal, informal, and non-formal learning.

### 3.0 RPL PROCEDURE

Students must apply for RPL at the time of enrolment application and prior to a Letter of Offer being issued for an international student.

The procedure to apply for RPL is as follows:

- 3.1** The student requests information on RPL prior to the enrolment (this information is also included on the GCA website, [www.globalcollege.edu.au](http://www.globalcollege.edu.au)).
- 3.2** The student initially contacts the Marketing Manager of GCA with their enquiry.
- 3.3** The Marketing Manager discusses this with the Student Support and Administrative Officer.
- 3.4** The academic team organises a meeting for the student with the Academic Manager and the Course Coordinator to discuss their RPL needs and identify the evidence required. The Academic Manager and Course Coordinator will provide the student with advice regarding the RPL process.
- 3.5** The cost of RPL may vary based on student industry experience, the number of workplace visits or practical's required to collect sufficient evidence of competent skills as per GCA course fees and entry requirements.
- 3.6** Once the student believes they have the required skills and knowledge to apply for RPL, the prospective student will be required to complete an application form and tick RPL for further action. A Letter of Offer is issued by GCA and accepted, detailing the correct fees.
- 3.7** The student will be provided with a comprehensive RPL Guide, which will give examples of the types of evidence the student will be required to collect to support their application.
- 3.8** The evidence will be assessed by the Academic Manager and a Course Coordinator with expertise in the subject, content, or skills area, as well as knowledge of and expertise in RPL assessment. The RPL assessment will be of the same standard as other assessments undertaken for the same qualification.



The assessor may also conduct a formal interview with the student to verify the evidence and to ensure that the evidence submitted is:

- Authentic (the candidate's own work).
- Valid (directly related to the current version of the endorsed unit of competency).
- Reliable (shows that the candidate consistently meets the endorsed unit(s) of competency).
- Current (reflects the candidate's current capacity to perform the aspects of the work covered by the unit(s) of competency).
- Sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency; namely task skills, task management skills, contingency management skills, and job/role environment skills).

## 4.0 RPL ASSESSMENT METHODS

**4.1** Assessment-only pathway – observation of performance in work-based and/or simulated environments challenge examinations/assessments.

- Where RPL is sought, please note that RPL recognises prior learning. It is not a recognition of current competency. As such, RPL may be applied through the provision of evidence that the student has extensive industry experience in the field. If approved by a trainer, the student may undertake an assessment-only pathway, where theory assessments are completed in the student's own time, and practical assessments are coordinated between the RTO and the student.
- 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.

**4.2** Mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components – questioning (oral or written).

**4.3** Consideration of third-party reports and/or other workplace documentation, such as articles, reports, project material, papers, testimonials, or other products prepared by the applicant that relate to the learning outcomes of the relevant qualification component.

**4.4** Consideration of a portfolio and review of contents.

**4.5** Participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

Any RPL assessment method undertaken by the assessor will include:

- a) Reasonable adjustment for the literacy levels, cultural background, and experiences of the student.
- b) Addressing specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the qualification components for which recognition is sought.



- c) Providing a range of ways for students to demonstrate that they have met the required outcomes and can be granted recognition. These might include:

## 5.0 RPL ASSESSMENT OUTCOME

- 5.1** The student is advised of the assessment outcome in writing. If the evidence submitted by the student does not match the learning outcomes/competencies, then the student might be required to submit further evidence or demonstrate the skills relating to the unit/s of competency.
- 5.2** If further evidence is not forwarded within four (4) weeks of being advised of the outcome, the student's claim for RPL will be rejected, and the student will be informed in writing.
- 5.3** If the student wishes to appeal the PRL decision or outcome, the student can access the GCA Complaints and Appeals Process.

## 6.0 QUALITY ASSURANCE

The Quality Assurance Manager conducts an annual review of all marketing materials and reports any issues to the CEO for resolution. The CEO and Quality Assurance Manager are responsible for maintaining compliance.

## 7.0 RELATED DOCUMENTS

Related documents include the marketing checklist, prospectus course flyers, brochures, and GCA website, along with the Student Information Guide.

## 8.0 POLICY REVIEW

This policy will be reviewed every 12 months from the version date or if any legislative, regulation or policy updates apply within the year.