

St James College - RTO 30526

RTO policy and procedures

RPL Procedure

January 2017

All VET students have access to a procedure that gives Recognition of Prior Learning (RPL).

At the beginning of each course, the VET Teacher will be responsible for ensuring that the students are informed of the Recognition of Prior Learning and Credit Transfer procedures. RPL information and forms can be obtained through the Head of Vocational Education.

RPL (Recognition of Prior Learning) is the acknowledgement of the skills and knowledge a person has acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or unit of competency.

If a student believes that they fulfil these requirements they should approach their teacher first, who will bring it to the attention of the HOF.

Recognition of Prior Learning Policy

All students shall have access to, and will be offered, Recognition of Prior Learning (RPL).

Recognition of Prior Learning Procedure

Each year, the Head of Vocational Education will make students aware of the College's RPL policy via the VET Student Induction. Teachers will bring students to the Head of Vocational Education if they would like to apply for RPL.

When approached by a student seeking RPL, the Head of Vocational Education will:

- a. provide the student with copies of an RPL Student Application Form
- b. provide the student with information about the types of evidence that can be used to support an RPL application
- c. make a prompt decision and notify students of the outcome of the RPL process
- d. update the student's records, if RPL is granted
- e. students can appeal a decision via the RPL Student Appeals Form