



# RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

## 1. PURPOSE

The purpose of this policy and procedure is to ensure that The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy, SBTA Culinary Institute (SBTA) and The Sydney English Language Academy (SELA) herein known as “The Academy” recognises the skills and knowledge of a person who may be eligible to receive a qualification and/or Statement of Attainment as a result of previous training undertaken, current and previous work experience and life experiences.

## 2. 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 learners formal, informal learning and non-formal learning.

## 3. RPL PROCEDURE

Students must apply for credit transfer at the time of application and prior to a Letter of Offer being issued. Once a Letter of Offer has been issued and students have commenced their course, SBTA will **not** approve any RPL applications.

The procedure to apply for RPL is as follows:

- a) Student requests information on RPL at the time of enrolment (this information is also included in the student Handbook)
- b) Student meets with the Principal to discuss their RPL needs and identify the evidence required. The Principal will provide the student with advice regarding the RPL process.
- c) Once the student believes they have the required skills and knowledge to apply for RPL, the student will be required to complete an RPL Application form and pay an initial RPL application fee of \$500.00 deposited into the following bank account:

|                 |  |
|-----------------|--|
| Bank name:      | Commonwealth Bank                            |
| Account name:   | The Lan-Grove Office Training Centre Pty Ltd |
| BSB Number:     | 062000                                       |
| Account Number: | 16928213                                     |

- d) The student will then 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.
- e) Once evidence has been collected, the student is required to pay an additional assessment fee to assess the student’s evidence portfolio. The assessment fee is 50% of the cost of the course the student is seeking RPL against.
- f) The evidence will be assessed by an academic teaching staff 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 candidates 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 aspect of the work covered by the unit(s) of competency) and
- ❖ **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).

g) The RPL assessment methods undertaken by the assessor will include:

- ❖ Reasonable adjustment for the literacy levels, cultural background and experiences of the student.
- ❖ Addressing specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the particular qualification components for which recognition is sought
- ❖ Providing a range of ways for students to demonstrate that they have met the required outcomes and can be granted recognition. These might include:
  - ✓ mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components - questioning (oral or written)
  - ✓ observation of performance in work based and/or simulated environments
  - ✓ challenge examinations/assessments
  - ✓ 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
  - ✓ consideration of a portfolio and review of contents, and
  - ✓ participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

h) The student is advised of the assessment outcome in writing. If the evidence submitted by the student does not match learning outcomes/competencies, then the student might be required to submit further evidence or demonstrate the skills relating to the unit/s of competency.

i) 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.

- j) If the student wishes to appeal the decision, the student can access The Academy's Complaints and Appeals Process.

#### 4. RESPONSIBILITY

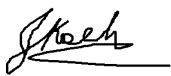
- ❖ CEO/PEO
- ❖ Students Services Coordinator
- ❖ Marketing staff
- ❖ All other staff

#### 5. ASSOCIATED DOCUMENTS

- Student Handbook
- Training and Assessment Strategies
- Credit Transfer Policy and Procedure

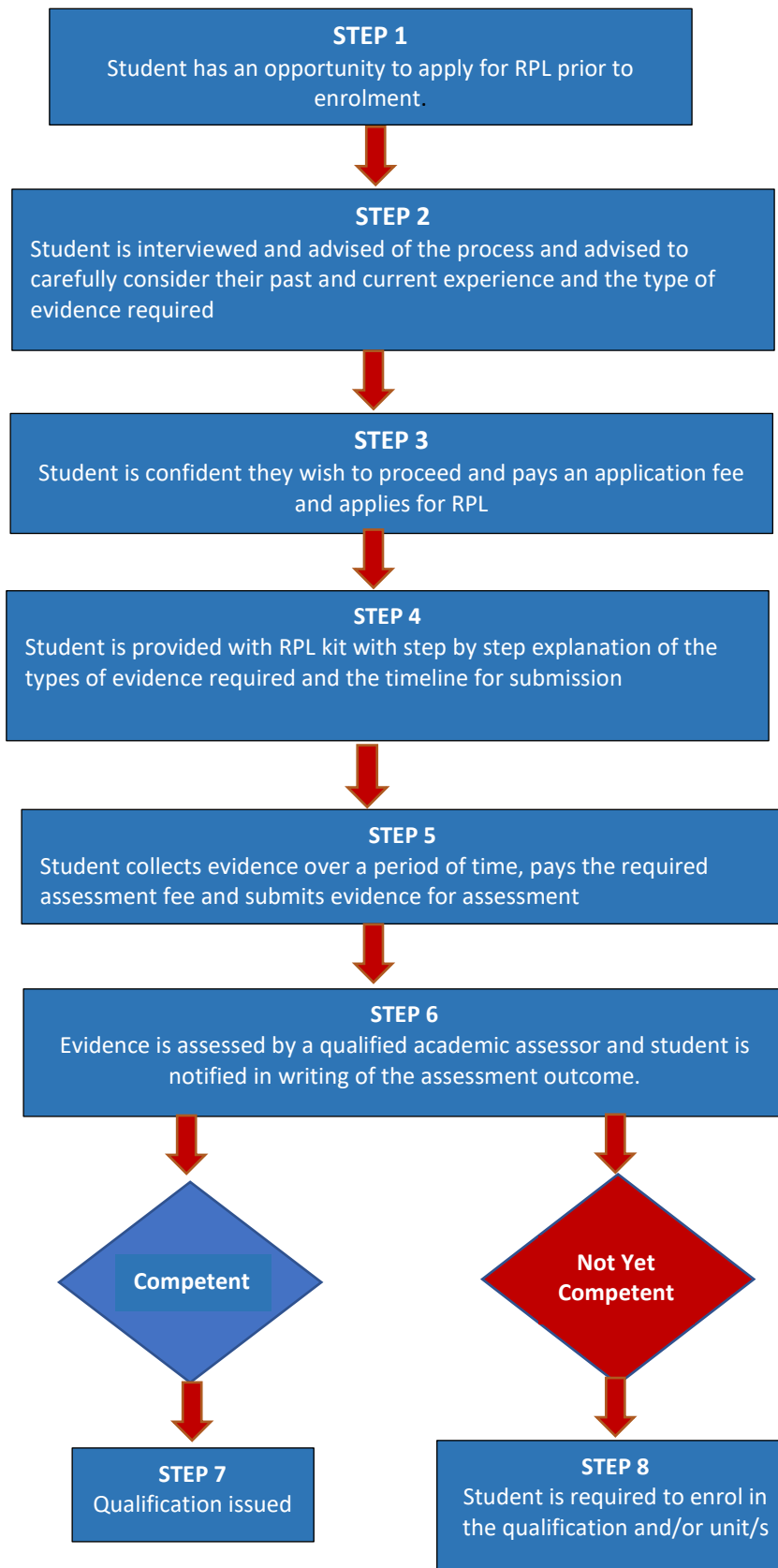
#### 6. RELATED STANDARDS

- Standards 3.5 from the Standards for RTOs
- National Code of Practice 2018 Standard 2 and 3
- ESOS Act 2000

**Approved by:** Jane Koch  
**Position:** Chief Executive Officer  
**Signature:**   
**Date:** 05 November 2020

| Version | Created by: | Date created | Reason for update  | Implementation date after circulation of draft to all stakeholders |
|---------|-------------|--------------|--|--|
| 1       | Jane Koch   | 2015         | Updated  | 2015   |
| 2       | Jane Koch   | 28/6/2017    | Updated to align with Standards                                | 28/6/2017  |
| 3       | Jane Koch   | 10/1/2018    | Updated to include responsibilities and version control table. | 14/1/2018  |
| 4       | Jane Koch   | 05/11/2020   | Change of banking details                                      | 05/11/2020   |

## RPL FORMAL ASSESSMENT PROCESS



# Application for Recognition of Prior Learning

(Please ensure that you attach certified copies of all documentary evidence such as previous qualifications studied, statements of attainment, record of results with this application form. You will be required to complete an RPL Guide and submit a portfolio of evidence once this application has been received with payment).

## Personal Details

|             |                      |               |                      |
|-------------|----------------------|---------------|----------------------|
| Student ID: | <input type="text"/> | Family name:  | <input type="text"/> |
| Title:      | <input type="text"/> | Given name/s: | <input type="text"/> |
| Birth date: | <input type="text"/> | Gender:       | <input type="text"/> |
| Address:    | <input type="text"/> |               |                      |
| Mobile      | <input type="text"/> | Email:        | <input type="text"/> |

## Previous Studies

**If you have previously undertaken any qualifications, please state below, as you may be eligible for credit.**

|                      |                      |                 |                      |
|----------------------|----------------------|-----------------|----------------------|
| Course code/name:    | <input type="text"/> |                 |                      |
| Name of Institution: | <input type="text"/> | Year completed: | <input type="text"/> |

**Qualification for which you are applying for RPL against?**

|                    |                      |
|--------------------|----------------------|
| Course code/name:  | <input type="text"/> |
| Course start date: | <input type="text"/> |

## Student's Declaration

I declare that I have submitted the necessary original documentary evidence or verified copy certified by a Justice of Peace in support of my claim and give permission to SBTA to have my documents verified by the issuing Registered Training Organisation. I hereby certify that the information provided in this application is true and correct.

Signature of Applicant:  Date:

**Please deposit payment into the account listed below. Fees for RPL applications are payable as follows:**

Initial RPL application fee - \$500

|                 |  |
|-----------------|--|
| Bank name:      | Westpac Banking Corporation                  |
| Account name:   | The Lan-Grove Office Training Centre Pty Ltd |
| BSB Number:     | 032007                                       |
| Account Number: | 563793                                       |

Payment has been deposited: Yes  No

Please note that you will be required to pay an additional assessment fee to assess your evidence portfolio which is 50% of the cost of the course you are seeking RPL against.

## OFFICE USE ONLY

|                                 |   |
|---------------------------------|---|
| Fees Checked:                   | Yes <input type="checkbox"/> No <input type="checkbox"/> By: <input type="text"/> |
| Amount Paid:                    | \$ <input type="text"/>   |
| Receipt No:                     | <input type="text"/>  |
| Student's File Updated:         | Yes <input type="checkbox"/> No <input type="checkbox"/> By: <input type="text"/> |
| ACAS Updated:                   | Yes <input type="checkbox"/> No <input type="checkbox"/> By: <input type="text"/> |
| Prisms Updated (if applicable): | Yes <input type="checkbox"/> No <input type="checkbox"/>                          |
| Tracking ID:                    | <input type="text"/>  |
| Marketing Staff:                | <input type="text"/>  |