



Policies and Procedures

RECOGNITION OF PRIOR LEARNING (RPL) Policies and Procedures

1. Information

Bedford College has undertaken to abide by the requirements for Registered Training Organisations and undertake Recognition of Prior Learning (RPL) where appropriate.

Competencies already held by individuals can be formally assessed against the units of competency in the relevant Training Package, and will be recognised regardless of how, when or where they were achieved.

Information is supplied to clients to advise of the RPL service and help them decide whether or not to seek recognition. Clients are informed concerning courses and units for which RPL may be granted, what is involved, advice and support available, costs and fees and the normal time frame for recognition.

Please note: International students seeking RPL should discuss the implications this will have on the Course Duration and your Visa. If you have already been issued with a COE confirmation, you should discuss this policy/procedure document with a Bedford College representative.

2. Initial Support And Counselling

Initial support and counselling is provided to candidates to ensure realistic expectations about RPL, to identify relevant courses and to provide information about learning outcomes and assessment benchmarks for consideration by candidates. Support and counselling is conducted:

- In a comfortable environment
- With individual interviews or group sessions as appropriate
- With the opportunity for candidates to clarify their objectives and express their fears
- With guidance and support if required from a skilled member of the staff with sound knowledge of the course/units

3. Application

Candidates must document their claim for competency in sufficient detail to enable the assessor to decide on assessment needed. The Deputy Principal (Business) or The Course Coordinator (Child Care) will assist candidates to identify the best means to prove their claim, to select and organise acceptable evidence and to complete and submit the application.

On applying for RPL, candidates are provided with:

- An RPL Application Form
- Performance criteria for competency learning outcomes
- Guidelines as to possible sources of evidence

In order to apply for RPL, the candidate must provide **current, quality evidence of their competency** against the relevant unit of competency. As with all assessment, the assessor must be confident that the candidate is currently competent against the endorsed unit(s) of competency. Application for RPL can be made by:

- submitting a portfolio of evidence
- demonstrating skills in workplace performance

This evidence may take a number of forms and might include: certification, references from past employers, testimonials from clients and work samples.

The onus is on the candidate to provide sufficient evidence to satisfy the assessor that they currently hold the relevant competency. In judging the evidence, the assessor must ensure that the evidence of prior learning 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).

** Please note: Should the assessor have any reservations regarding the evidence provided, or the candidate's ability to adequately demonstrate competence as per the above guidelines, Bedford College reserves the right to request the candidate to undertake a challenge (performance) test in order that RPL can confidently be granted.

4. Assessment

The assessor reviews the evidence to determine whether the candidate can demonstrate the claimed competencies. Assessors are required:

- To be fair and reasonable during assessment
- To be familiar with the field, with relevant industry standards and with assessment methods and procedures appropriate for RPL
- To make proper assessment decisions based on explicit evidence of competency as documented above
- To expedite assessment and to avoid unnecessary delay
- To use cost and time effective methods appropriate to the assessment rigour necessary and level of risk
- To systematically review the evidence provided in the Application form and through interview, workplace assessment, and/or performance test.

5. Post-Assessment Guidance

Post-assessment guidance assists the candidate and the organisation to obtain feedback and evaluation concerning the RPL process. The assessor:

- Provides clear, prompt, and constructive feedback and reviews the results with candidates
- Advises candidates concerning their learning/development plan
- Informs unsuccessful candidates about appeals provisions
- Obtains feedback from the candidate on the RPL process
- Client feedback about the RPL process is collated to find ways to improve the service.

6. Certification

If assessment successfully demonstrates competency, the assessor forwards results to the Principal and recommends appropriate certification or exemption from the unit. Any certification/exemption issued is noted on the student's record.

- The assessor records the evidence considered, assessment outcomes and the competencies confirmed, plus sufficient summary evidence for third parties and in case of appeal.

Recognition of Prior Learning

The RPL Process

