



**VITALIS TRAINING CENTER**

## **Recognition of Prior Learning**

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# Recognition of Prior Learning (RPL)

## Purpose

This procedure describes the process for managing Recognition of Prior Learning applications.

This procedure applies to all students who seek recognition for skills and knowledge previously gained through experience in the workplace, volunteer work, social or domestic duties, or through non-formal and informal studies where there are no formal qualifications as proof of learning.

RPL is an assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning and assessment outcomes, or standards for partial or total completion of a qualification. It involves the upfront assessment of a person's skills and knowledge and does not include the provision of any training.

## Application

Students are to make RPL applications immediately after enrolling and prior to the commencement of the semester in order to allow 20 business days for application turnaround.

This process is individualized to reflect specific student needs/experiences.

If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of a change of name.

Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

## Notification

Student Services will inform students of receipt of the RPL application. Students will be informed by Student Services of the outcome of their application, including in the situation of the application being denied where they will include reasons given by the Pathway Assessor for the application being unsuccessful.

# Internal Record Keeping

Student Services are responsible for all internal record-keeping related to RPL. All evidence, specifically the Portfolio relating to the application for RPL, must be placed in the student's file and on the computer system.

## Assessment Procedure

Assessment of RPL is an academic responsibility. Application evaluation is to be undertaken in a timely manner so as to meet the required twenty-day turnaround for applications. On completion, the Assessor is to document the outcome which when completed and signed off, is placed in the student's file.

When assessing RPL applications the assessor must evaluate the evidence giving consideration to:

**Authenticity** – which relates to making sure the evidence is from or of the candidate and not another person. The assessor needs to be satisfied that the evidence gathered is the candidate's own work. Evidence of this may be provided through third-party letters of authentication and statutory declarations

**Validity** - Ensure that the evidence relates clearly and directly to the learning outcomes, assessment, and volume of learning relevant to a subject.

**Quality** – closely related to authenticity it requires the assessor to look at the credibility of the material being offered as proof. This does not mean that material should be excluded; simply that some will not demonstrate quality to the same standard as others and may require additional support

**Sufficiency** – relates to the amount of evidence collected. There are four (4) types of evidence that may be considered:

1. direct evidence - questions undertaken with our assessor, observations in the workplace by our assessor
2. indirect evidence – statements by the applicant's employer regarding work performance (written or verbal); samples of work; performance appraisals
3. personal statements – details outlining the functions the applicant undertakes and work activities
4. supplementary evidence – any further information the applicant may provide

**Currency** – relates to the age of collected evidence – therefore the evidence collected must be current/very recent. The College requires evidence to be no older than eight years

**Relevance** – the material that is cited is applicable to the subject or qualification being sought.

# Recognition of Prior Learning Form

Please submit this application form along with supporting documents to [admin@colonictraining.com.au](mailto:admin@colonictraining.com.au). Please attach your documents as PDFs if possible and include your name in the body of the email. If necessary, you can send multiple emails.

Acknowledgment that your application has been received will be sent via email from the office within 48 hours. If you do not receive confirmation, please follow up with the Office or your Admissions Adviser.

The outcome of your application may take 10 working days once all evidence is supplied and any further queries from the assessor are addressed.

## Section A - Applicant Details

Student Name:	
Email:	
Phone Number:	
What previous study have you undertaken? <input type="checkbox"/> Higher Education (HE) <input type="checkbox"/> Vocational Education & Training (VET)	
Institution Name:	
Qualification Name: <input type="checkbox"/> Full qualification <input type="checkbox"/> Partial qualification	
Do you have relevant work experience or other learning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly describe your relevant work experience or other learning:	
What qualification do you wish to study with us?	
Qualification:	

# Section B - Applicant Information

## When is credit granted?

Credit can be granted when previous study or learning is comparable as defined in the Recognition of Prior Learning Policy. As described in the policy:

- For training courses there are no maximum credit limits, other conditions do apply.

## Compiling your Evidence

If you wish to apply for credit for subjects that are different to those subjects indicated in an Abacus Pathway, or if you are applying for credits based on informal learning or other experience please supply:

- Your academic transcript(s), statement of attainment(s), record of results(s), or USI statement.
- Relevant subject outlines that show learning outcomes and volume of learning. If possible, name your subject outline files using the format 'BIOH111 Human Biological Science 1'
- Your other relevant evidence (e.g. employer statements, certificates of achievement, or other documents).

If evidence is supplied by the applicant in a previous name, documentary evidence of a change of name must be supplied. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

## Application Fees

Application fees apply in the following circumstances:

- When the Educational Pathways team offers you challenge exams or gap assessments
- If you are applying for credit for an entire course

If a fee applies to your application, you will be advised before the application is processed.

# Section C – Application Details

If your educational pathway is not available on the Articulation Abacus, or if you wish to apply for credit into subjects that are different from those subjects indicated in an Abacus Pathway, or if you are applying for credits based on informal learning or other experience, please complete this section including the table.

**My qualification is included in the Articulation Abacus:**    **Yes**    **No**

Subject or Unit to be credited	Evidence Document Name
Insert the code for each subject applying for credit e.g. BIOH111	Name of the document/s that evidences your credit claim 01_TranscriptUSC 02_BIO101_Subject_Outline 03_BIO102_Subject_Outline

# Section D – Declaration

**Declaration**

I, (name) \_\_\_\_\_, apply for credit based on the previous learning described above and have supplied my evidence for assessment and completed Section C (if applicable). I affirm that the statements and evidence included in this application are true in every particular.

Signature:

Date: