

SECTION 6.3.2: RECOGNITION OF PRIOR LEARNING (RPL)/RECOGNITION OF CURRENT COMPETENCY (RCC) POLICY The Australian Ballet School

RESPONSIBLE: Executive Director THIS VERSION APPROVED BY THE BOARD: November 2022 REVIEW DATE: November 2025 POLICY ACCESS LOCATION: Staff Portal and The Australian Ballet School website

1. OVERVIEW

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) are processes that assesses the competency or competencies an individual student candidate may have acquired through **Formal Learning or Informal Learning**, in order to determine the extent to which that individual meets the requirements identified for entry to an accredited course provided by The Australian Ballet School (School). As an accredited Registered Training Organisation (RTO), the School must offer the opportunity to participate in RPL/RCC to students upon receiving a Letter of Offer from the School. The School ensures through its strategies for training and assessment that all students who want to apply for RPL/RCC are provided with sufficient information and appropriate guidance to support their progress through this process.

The model used by the School is a guided and supported process that relies on the student's ability to demonstrate their competence and level of skill and knowledge. This process includes a number of discussions and answering verbal and/or written questions from an appropriate senior artistic staff member and, where applicable, having their practical skills assessed.

<u>Related Policies:</u> This policy should be read in conjunction with the Enrolment Policy (6.2).

2. PURPOSE

The purpose of this policy is to provide the guidelines under which the RPL/RCC process in conducted.

3. **DEFINITIONS**

Australian Qualifications Framework (AQF): the national policy for regulated qualifications in Australian education and training administered by the Australian Government and incorporating the learning outcomes for each AQF level and qualification type. It encompasses higher education, vocational education, training and schools.

Formal Learning: refers to learning that takes place through a structured process of instruction and is linked to attainment of an AQF qualification or statement of attainment.

Informal Learning: refers to learning that takes place through a structured programme of instruction but does not lead to attainment of an AQF qualification or statement of attainment. It may also include learning through previous or current work experience or work-related, social, family, hobby or leisure activities.

Letter of Offer: means a letter from the School containing an offer of enrolment in a training course offered by the School on the terms specified in the offer, together with all attachments to and materials referenced in the letter.

Registered Training Organisation (RTO): is an organisation providing **VET** to students, resulting in qualifications or statements of attainment that are recognised and accepted by industry, paraprofessional, advanced technical and other educational institutions throughout Australia. To become registered to deliver VET an organisation must meet a range of mandatory requirements.

Vocational Education and Training (VET): enables students to gain qualifications for a wide range of employment and specific skills to help them in the workplace.

4. WHO DOES THIS POLICY APPLY TO

The policy applies to all student candidates who are planning to apply for a position at The Australian Ballet School.

5. POLICY

The School is committed to providing up-to-date and relevant information regarding RPL/RCC to all students at enrolment and whilst enrolled.

6. PROCEDURES

This policy and associated procedure complies with Clause 3.5 of the *Standards for Registered Training Organisations* (SRTOs) as it relates to the provision of credits for units of competency.

There are a number of sequential stages within the School's RPL/RCC process. These are coordinated and supervised by the Director of the School (Director) in consultation with the appropriate senior artistic staff member and RTO Compliance Manager.

Upon acceptance of a Letter of Offer from the School, the student candidate may contact the School and enquire about RPL/RCC. The process is as follows:

<u>Enquiry</u>: on receipt of an enquiry, the School will provide the RPL/RCC student candidate (applicant) with an *RPL/RCC Application Pack* containing details relating to the process, fee and assessment pathway to issuance of statements of competency attainment or qualifications.

RPL/RCC fees are non-refundable.

<u>Application</u>: the applicant submits an RPL/RCC application form, RPL Self-assessment and RPL/RCC fee. The School provides the applicant with a receipt for the RPL/RCC fee along with an *RPL Evidence Guide* related to the *Units of Competency* (units of study) or *Qualification* sought by the applicant.

The School's senior artistic staff will support the applicant to gather supporting evidence of their competency.

<u>Submission</u>: in consultation with the relevant senior artistic staff member, the student must complete the *Assessments task for unit* and submit a completed *RPL/RCC Evidence Guide* and portfolio assessment. The date of receipt is recorded in the *RPL/RCC Applications Log* and the senior artistic staff member commences evaluation of the portfolio following the guidelines of the Quality Assessment Checklist.

<u>Decision</u>: the senior artistic member of staff, in consultation with the Director makes a decision on the applicant's suitability for RPL/RCC and records the relevant units in the Assessment Report and on the *RPL/RCC Process Log*. The Director will advise the applicant in writing of the outcome of the assessment of the competency or qualification.

If successful, the School will provide the applicant with a copy of the *RPL/RCC Evidence Tool*.

If unsuccessful, the School will provide the applicant with a Rework Notice, including information for Access to Re-assessment.

<u>Administration/Evidence Location</u>: Statements of attainment or qualifications issued in accordance with the School's issuance procedures and RPL/RCC applications and submissions for successful and unsuccessful applications are forwarded to the School Registrar who is responsible for maintaining such records in:

- The permanent Student Record and;
- The School's RPL/RCC Applications Folder.

<u>Appeals Process</u>: the applicant may lodge an appeal through the School's Student Complaints and Appeals Policy.