

Recognition of Prior Learning Policy and Procedures

1. Scope

This policy is applicable to Headmasters Academy Pty Ltd and is to be used when seeking or reviewing recognition of prior learning towards Headmasters' Vocational Education programs.

2. Purpose

The Policy and Procedures:

- 2.1. Provide a streamlined framework for the Recognition of Prior Learning (RPL) towards Headmasters qualifications, consistent with the Australian Qualifications Framework (AQF)
- 2.2. Outline the principles and processes used in determining when RPL is granted towards Headmasters admission or RPL towards programs
- 2.3. Indicates the actual net course duration (as reduced by course credit) in the training plan.
- 2.4. Recognises that a qualification or a unit of competency or partial qualification can be obtained through training, work or life experiences, skills and knowledge gained from employment and hobbies etc.
- 2.5. Ensure the academic integrity and standards of Headmasters qualifications are safeguarded.

3. Definitions

- 3.1. **Recognition of Prior Learning (RPL)** is a detailed process whereby knowledge and skills acquired through training, work or life experiences may be acknowledged to gain credit toward current studies.
- 3.2. **Credit Transfer** - exempts a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical (equivalent) unit or units at another registered provider.
- 3.3. **Registered provider** is a registered training organisation (RTO)

4. Policy Statements

Recognition of Prior Learning (RPL) aims to:

- 4.1. Negate the need for a student to retake a unit for which they can demonstrate satisfactory achievement of the required competency or learning outcome for entry into, and/or partial completion of a qualification.
- 4.2. Facilitate the movement of students between education providers and between various programs of study. It achieves this by duly considering students' relevant previous experience in relation to their proposed study at Headmasters.

5. Policy Principles

- 5.1. Students can attain learning experiences relevant to their study at Headmasters through formal, non-formal and informal experiences, such as through previous or

- current training, work experience and / or life experience.
- 5.2. Credit Transfer is granted for units obtained through accredited training deemed to be equivalent to Headmasters program unit of competency. A Statement of Attainment from a Registered provider (orequivalent) needs to be provided and a copy kept on the student file. Headmasters does not charge for credit transfer
 - 5.3. Students who possess relevant prior learning may apply for RPL by submitting evidence of their prior learning for assessment.
 - 5.4. To apply for RPL, an RPL Application needs to be completed
 - 5.5. Applicants for RPL must complete the RPL Application form and submit the application to the Admissions Office
 - 5.6. There is a fee involved as a content expert will need to assess the application. The Assessor must be satisfied the applicant is currently competent
 - 5.7. The fee for RPL will be calculated based on the number of units the applicant is applying for RPL.
 - 5.8. All RPL decisions are considered on a case by case basis with due regard to the student's prior learning and its relevance to the program a student wishes to articulate into.
 - 5.9. Credit is not normally awarded for studies undertaken at overseas institutions. However, prospective students are encouraged to apply for an assessment should they want an RPL assessment undertaken (refer to the Procedures section, for more information about how to apply).
 - a) Qualifications from overseas institutions are assessed according to the Department of Education and Training's guidelines (via Country Education Profiles (CEP) online tool) and contemporary knowledge of conditions in particular countries and institutions.

6. Procedures

- 6.1. A process of Recognition of Prior Learning is made available to all students.
- 6.2. Applicant must apply for RPL using the Application for Recognition of Prior Learning Form which facilitates the correct setting out of relevant prior study, work experience and life experience. The onus is on the applicant to properly and sufficiently provide this evidence.
- 6.3. Applicants seeking recognition of prior learning will be provided with a copy of the policy and an RPL Application. The RPL Application is designed to assist students in the process of gathering evidence and demonstrating competence.
- 6.4. An appropriately skilled assessor will assess the applicant's current competence against the performance criteria or learning outcomes of the unit or module for which skill recognition is being sought.
- 6.5. Assessor must evaluate all records, application and documentation provided by the applicant
- 6.6. Assessor may ask for more evidence and/or demonstration of skills and knowledge as required
- 6.7. The applicant may be required to undertake gap-training if all units or contents cannot be provided through RPL

- 6.8. The outcome of any RPL assessment is to be recorded on the Application Form.
- 6.9. RPL applicants will be informed of the outcome of their application in writing generally within 10 days of their application being assessed.
- 6.10. An assessment report will be provided to the applicant, including, where current competence is not established, a recommended skills acquisition solution.
- 6.11. If the student accepts the assessment s/he should sign the form which is then placed in the student's file. Outcomes are also recorded in Headmasters' Student Management System and the Applicant's Training Plan
- 6.12. If RPL is granted to an overseas student offshore the net course duration is indicated in the eCOE issued for that student for that course. Should RPL be granted to a student onshore the change in course duration is reported via the PRISMS system. RPL does not under any circumstances lead to an international student on a student visa carrying any less than a full-time load of study.
- 6.13. The original RPL application form and the final assessment, together with any supporting materials and documents, assessor notes, records of interviews, records of client outcomes, letters of advice, logs or agreements are to be retained in a student file.
- 6.14. Where RPL is denied the applicant will be notified of the outcome in writing including a reason for refusal.
- 6.15. Where an RPL applicant is dissatisfied with the outcome, they may seek a review of the decision utilising the Headmasters Complaints and Appeals process.
- 6.16. Appeals against assessment decision - All applicants for RPL have the right to see the report of their assessment and to have their assessment reviewed.
- 6.17. In all cases, a copy of the RPL documentation and outcome will be kept in the learner's file.

7. Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	CEO
Implementation Officers	Student Services Manager and Training and Assessment staff.
Review Date	February 2023