



Policy & Procedure

RECOGNITION OF PRIOR LEARNING (RPL) & RECOGNITION OF CURRENT COMPETENCY (RCC) POLICY & PROCEDURE

Policy number:	26	Version:	3
Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	RTO	Review Date:	3/4/2025
Approved and adopted by:	Board of Governance	Next Review Date:	April 2028

Scope

This policy is for all staff who are authorised to enrol a student in a VET course, assess competency of students, and record student results in Vettrak.

This policy also applies to prospective students and students of North Ringwood Community House Inc (NRCHI) whether the student is receiving government funded training or paying a fee for the training service.

Objective

NRCHI is committed to operating in accordance with the Australian Quality Training Framework to provide quality training and assessment across all of its operations.

The objective of this policy is to ensure that the NRCHI prospective or current students are aware of, and able to have opportunities for, varied assessment methodologies.

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The underlying principle of Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) is that a prospective student should not be required to undertake a unit of competency for which they are able to demonstrate current competency.

Recognition of Prior Learning (RPL) is a process which recognises the relevant skills and knowledge that a prospective student has achieved from work (paid and voluntary), life experiences, and formal and informal learning.

Recognition of Current Competency (RCC) is a process when a student who has previously successfully completed a unit of competency can be reassessed to determine whether the student has maintained competence in the unit of competence.

Implementation

NRCHI staff will discuss with prospective students at the pre-enrolment interview the possibility of recognition of prior learning and recognition of current competency.

A student may apply for RPL or RCC after their enrolment is accepted by NRCHI.

A student applying for RPL or RCC must complete an RPL/RCC Application Form.

Students who apply for RPL or RCC will be given sufficient information about course content and outcomes to properly identify areas that match their skills and experience.

Prior to NRCHI commencing the RPL or RCC process the student shall be advised of the fees and charges. The CEO will set a fee for the assessment at their discretion based on the assessment and administration costs for



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each individual application. Typically, the cost for RPL/RCC is \$150 per unit and \$120 for a workplace assessment if applicable.

Assessment of RPL/RCC will commence after payment of the relevant fees and charges.

NRCHI may refer students to another Registered Training Organisation for RPL or RCC.

RPL or RCC can only be awarded for a whole unit of competency. However, this assessment process may assist to identify any gap training and experiences a student requires prior to being assessed as competent.

Prospective /students will be asked to present their original evidence for verification by a NRCHI staff member. If there has been a name change, e.g. marriage, then legal evidence of name change is also required.

Any staff member assessing an application for RPL or RCC must hold, at a minimum, TAE40116 Certificate IV in Training and Assessment or its successor and the required vocational competency.

The focus of the RPL process is the learning outcomes of experiences and knowledge attained, and not how, when or where the learning was achieved.

A range of evidence is reviewed to support an application for RPL and/or RCC. This may include:

- a resume
- duty statements
- references or testimonials
- work samples
- Paid or unpaid work experience
- On the job training
- Informal learning
- Community or voluntary work
- All accredited training qualifications

This contributes to the records for the formal assessment and recognition of existing skills and knowledge by the Accredited Training Coordinator.

The application and assessment procedure at all times follow the *Australian Quality Framework (AQF) National Principles and Operational Guidelines for Recognition of Prior Learning* including following the Principles of Assessment which are

- Validity
- Sufficiency
- Currency
- Authenticity

The result may be a full qualification or a statement of attainment for completion of specified units.

Once assessed, the Accredited Training Coordinator will advise the student and enter the result of the RPL and/or RCC application into student's record in VETtrak. The application form and associated evidence will be filed in the student's file.

Within 14 days of being advised of the assessment outcome, a student may appeal an assessment decision to the CEO NRCHI (refer to Complaints and Appeals policy)



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Definitions

Recognition of Prior Learning (RPL)

This is a process when a student can be assessed as competent in a unit of competency without participating in a structured training delivery of a unit of competency.

Recognition of Current Competency (RCC)

This is a process when a student who has previously successfully completed a unit of competency can be reassessed to determine whether the student has maintained competence in the unit of competence.

Related Documents

Assessment Policy
Complaints and Appeal Policy
Issuing Qualifications and Statements of Attainment Policy
Prospective Student Information
Recognition of Australian Quality Framework Qualifications (Credit Transfer) Policy
Student Enrolment Policy
Student Enrolment Checklist
Student Handbook
RPL/RCC Application Forms
RPL/RCC Student Matrix
RPL/RCC Assessment Outcome
Fees & Charges Policy

Document Locations

Website
Electronic file folders accessible by NRCHi Administration staff
Policy and Procedure Manual

Related Legislation

Australian Quality Standards Framework (AQTF) 2010
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2018)

Area of Compliance

AQTF Standard 1.5, Standard 2.5
VRQA Guidelines for VET Providers Guideline 4.1, 4.2
Skills First Skills Quality Charter
VET Funding Contract *Skills First* Program Clause 4.1, 4.2, 5.2 (d) Schedule 1 5.1 - 5.6, 5.7 - 5.11, 7.1-7.8, 7.17 - 7.20



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Date reviewed	Version	Details of changes (if any)	Date of next review
October 2018	1	Splitting of existing RPL, RCC and CT Policy to remove ambiguity and to clearly state that RPL and RCC are assessment processes against units of competency, clearly advising fees, and describing application process and potential outcomes.	October 2021
May 2022	3	Updated Related Documents	May 2025