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## 2. Description and Scope

This describes the Recognition of Prior Learning Procedure for IHNA

## 3. Responsibility

The Course Coordinator is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements

## 4. Definitions

Recognition of Prior Learning - Recognition of Prior Learning is the formal acknowledgement of skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience.

## 5. References

Title	Document Identifier	Location
Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy	IHNA-Poli-CIROSA-RTO	Sharepoint/IHNA/IHNA Compliance/Policies Procedures and Work Instructions
RPL Handbook & Application Form Template	IHNA-Temp-RPLHAF	Sharepoint/IHNA/IHNA Compliance/IHNA Forms/Document Templates

## 6. Requirements

Recognition of Prior Learning must be structured to minimize the cost and time to applicants whilst retaining the integrity of the requirements of Training Packages or Curriculum documents.

IHNA must ensure that any applicant for Recognition of Prior Learning is provided with

- Fair and equitable application process.
- Information about the competencies relevant to their Recognition of Prior Learning application
- Adequate information and support to enable them to gather reliable evidence of competency
- Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application

Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.

It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes.

Students who are eligible for national recognition must not be required to undertake a RPL process. Refer to the Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy.

All work submitted by the student must be substantiated as their own work by 3<sup>rd</sup> party evidence or reference checks and will be required to sign the application indicating the evidence is true, correct and their own.

## 7. Method

- RPL applications are made using the application form.
- The RPL application form should be completed and forwarded to the Course Coordinator together with the required fee.
- A copy of the application form is placed on the student file.
- The provider will provide RPL applicant's access to the relevant Units or Modules prior to the application being completed.
- The Course Coordinator will give applicants advice on completing the RPL application form and gathering reliable evidence.
- Course Coordinator or delegate will assess completed RPL applications and advised students promptly of the decision. Further information or an interview with the student may be required before evaluation of the application is completed. Refer to individual course RPL documents for specific RPL process requirements.
- The completed RPL record must be signed by the student, assessor and/or Course Coordinator.
- After RPL is granted a student's course schedule may be reviewed and modified.
- RPL application documentation, assessment processes and outcomes are forwarded to the Registrar for processing in Wise.Net and filing on student file.