



RECOGNITION OF PRIOR LEARNING PROCEDURE

College of New South Wales RPL Process	
PURPOSE	This process serves as the guide and reference document for the RPL Process of College of New South Wales . Changes to this procedure must only be made upon approval of the Training Manager and CEO.
ROLE UNDERTAKING TASK	Admin Team / Training Team
DOCUMENT UPDATE	June 2023

Step 1 – Providing information on Recognition of Prior Learning		
No.	Who	Actions
1.1	Student	a. Student makes an inquiry regarding RPL; or b. Student is assessed to be eligible for RPL during assessment of need process.
1.2	Admissions Officer	c. Discuss RPL process to student and required evidence documents for assessment. d. Provide student access to the RPL Application Form .
1.3	Student	e. Complete the RPL Application Form and sends it back to Admissions for processing.
1.4	Admissions Officer	f. Review completeness of application. g. Forward the RPL application details to the trainer and assessor for processing.
Step 2 – Initial Assessment if RPL Application		
No.	Who	Actions
2.1	Trainer and Assessor	a. Conduct pre-assessment interview via phone or in person to verify information, and to check if skills match up to the units in the qualification (assist student in choosing the units for the RPL process). b. Provide student with the self-assessment kit and provide information on what appropriate evidence documents are to be gathered and included in their evidence portfolio. c. Discuss the RPL assessment process with the student. d. Send all information to admissions officer.
2.2	Admissions Officer	e. Update the units in the student record, located in the student management system.



Step 3 – RPL Assessment		
No.	Who	Actions
3.1	Student	<ul style="list-style-type: none">a. Complete all assessment requirements for each unit in the RPL Kit.b. Organise evidence portfolio.c. Discuss with trainer and assessor if there are any queries on the process.d. Submit completed assessment requirements and evidence portfolio.
3.2	Trainer and Assessor	<ul style="list-style-type: none">e. Conduct assessment.f. Conduct review and verify evidence documents of the evidence portfolio.g. Inform administration team of the results.
3.3	Administration Staff	<ul style="list-style-type: none">h. Update student record in SMS of the result provided by the trainer and assessor.i. Issue certification documentation to eligible students according to College of New South Wales certification issuance process.



VERSION CONTROL

Version Control Table			
Date	Summary of Modifications	Modified by	Version
15/02/2018	Policy Creation	College of New South Wales	v. 1.0
08/06/2023	Policy review and amendment of contact details	College of New South Wales	V.1.1