

Purpose

Tubal has a holistic approach with Recognition of Prior Learning (RPL), where the process has been streamlined and simplified to provide the candidates sufficient information to enable them to take control of their evidence-gathering and submission.

RPL is suitable for candidates with prior and/or current work experience, and is also suitable for candidates who hold a superseded training product. The underlying principle of RPL is that the candidate will not require formal training or any in-gap training, where they can make their way directly to the assessment stage. The candidate should be able to demonstrate current skills and knowledge of the Unit of Competency, achieved through prior learning, work experience and/or life experience.

Scope

The RPL Policy and Procedure applies to all candidates applying for RPL, and should be read prior to making an application. All staff within Tubal will follow this Policy and Procedure for any RPL candidate.

Responsibility

The Quality Manager and/or the Managing Director will be responsible for making any changes to this Policy and Procedure, including the implementation of it amongst all Tubal staff.

Compliance (Reference Documents)

Standards for RTOs 2015: 1.1–1.9, 1.13–1.15
Recognition of Prior Learning: An Explanation
DTWD's VET Fees and Charges Policy
Tubal's P-039 Fees, Charges, and Refund Policy

Definitions

Recognition of prior learning (RPL) is defined in the AQF as follows:

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

This is underpinned by the AQF definition of credit as follows:

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Fees and Charges

Fees will be determined by the RTO for any RPL candidate. For non-funded participants, RPL fees would be split into an Application Fee and a Completion Fee. Enrolment is only complete when the Application Fee has been paid in full, upon which the participant's enrolment will be activated on Tubal's Learning Management System (LMS). Qualification will only be generated when the Completion Fee has been paid in full.

Procedure

1. Candidates interested in applying for RPL should read this Policy and Procedure prior to completing an Enrolment Form.
2. Access to Tubal's LMS will be provided once the Application Fee has been paid in full.
3. It is mandatory for any RPL candidate to submit an up-to-date Resume highlighting their current and/or prior work experience. If applicable, it is also mandatory for the candidate to submit a copy of any prior Qualifications and/or Certificates achieved. The Candidate should upload their Resume and Transcript onto their Tubal LMS profile.
4. The applicant will be assigned a dedicated Trainer and Assessor, who will provide the required support throughout the RPL process.
5. It is mandatory for the applicant to answer all the Knowledge Assessment Questions within the Unit of Competency on Tubal's LMS, or verbally provide answers to the Trainer and Assessor.
6. All the Tasks (Elements and Performance Criteria) can be observed by the Trainer and Assessor in the workplace. Or, the applicant can provide evidence of each Task by naming and attaching the required file onto their LMS profile. Or, the candidate can explain their experience by placing a comment for each Task on the LMS.
7. Manager sign off will become mandatory if the Trainer and Assessor cannot witness workplace observations. In which instance, the applicant's skills and knowledge should be confirmed by the current/prior supervisor that the Tasks within LMS has been successfully demonstrated by the candidate in the workplace.
8. The applicant should contact their Trainer and Assessor when all the evidence for a Unit of Competency has been uploaded, and the Tasks and Knowledge Assessment Questions have all been completed. The responsibility lies with the applicant to provide the required evidence, and satisfy all the assessment requirements within the Unit of Competency.
9. The Trainer and Assessor will consider both the Principles of Assessment and the Rules of Evidence prior to making an assessment decision.
10. If additional information and/or clarification is required by the Trainer and Assessor, discussion will be held over the phone and if required a meeting will be scheduled.
11. If the applicant cannot provide all the required evidence to be granted RPL, Tubal would be able to support the candidate with Competency-based Training by providing any required in-gap training. Fees will be established by the RTO for a non-funded participant pursuing Competency-based Training, where the RPL Application Fee will be used towards the established Fees for Competency-based Training.

Tubal Pty Ltd reserves the right to verify authenticity of any documentation submitted for the purposes of RPL, including reference checking Manager sign offs on the LMS.