



Recognition of Prior Learning Policy & Procedures As At August 2008

Private and Confidential

1.0 Policy

- 1.1. Performance English recognises prior learning and provides students with information on Recognition of Prior Learning (RPL) process and cost. Application for RPL is available to all students.
- 1.2 **The RPL application form must be lodged at time of enrolment.**
- 1.3 Supporting evidence must be submitted with the application form including notarised transcripts of previous study, evidence of work experience etc.
- 1.4 Performance English ensures that Assessors are qualified according to AQTF standards to conduct assessments of RPL applications and their standards are consistent.

2.0 National Mutual Recognition Statement

- 2.0 Performance English recognises Australian Qualification Framework qualifications and Statements of Attainments awarded by other Registered Training Organisations and offers students the opportunity for processing and assessment of these qualifications within the AQTF guidelines as per the procedures below.

3.0 Fees

- 3.1 The processing fee for RPL is \$50.00 per unit of competency. This fee is non-refundable.

4.0 Procedure

The process for RPL is as follows:

- 4.1 The student seeking RPL should tick YES in Section 4 of the Course Enrolment Form.
- 4.2 Request the RPL application form from Head Office.
- 4.3 Complete the RPL application form and attach it to the Enrolment Form.
- 4.4 Attach certified copies of supporting evidence** of competency.
- 4.5 This should be submitted to Head Office at least 10 working days prior to workshop.
- 4.6 Include a non-refundable processing fee of \$50.00 in payment.

**Evidence could include:

- A certificate of formal training with relevant recognised logos
- Certified transcripts from another institution

- Work experience that can be verified and substantiated in writing by your manager.
- Examples of verifiable work samples or tasks from previous employment

The onus is on the students to provide sufficient evidence to satisfy the requirements of the unit of competency.

- 4.7 All documentation related to the RPL is forwarded to the assessor who reviews and makes a decision about the application.
- 4.8 The assessor informs the Manager of Operations of the decision in writing and returns the documentation to the Manager of Operations.

5.0 Results of Application

- 5.1 The Manager of Operations will notify student in writing whether RPL is granted at least 5 days prior to the commencement of the workshop.
- 5.2 The RPL will only be granted before the commencement of the workshop.
- 5.3 The RPL application form, supporting evidence and Copy of Assessor's Response is filed securely in the Student File.

6.0 Assessment of RPL

- 6.1 Performance English assesses the RPL application by reviewing the following factors in the evidence provided:
 - Currency
 - Validity
 - Sufficiency
 - Authenticity
 - Reliability