



trainwest
training your future

RECOGNITION OF PRIOR LEARNING POLICY

Trainwest has a commitment to the principles of Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC)/Mutual Recognition being made available on an equal opportunity basis for all course participants.

RPL, RCC and Mutual Recognition is the acknowledgement of skills and knowledge obtained through:

- formal training (Industry and Education)
- work experience
- voluntary experience
- life experience
- qualifications outside the AQF
- certificates and statements of attainment issued by other Registered Training Organisations

Trainwest will seek to formally recognise all prior learning and experience, substantiating this process, by determining in a supportive environment to assess competence to meet the required standard.

Definitions

Recognition of Prior Learning (RPL) is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed.

Recognition of Current Competency (RCC) this term is sometimes used, for general purposes the term is synonymous with RPL.

Mutual Recognition is an arrangement to give a standard level of credit or formal recognition to a learner who has previously achieved competence in a training or educational environment.

RPL for Entry is an arrangement where learners are provided access to assessment tools and processes to assist them to meet minimum entry requirements for access to a course or qualification.

Note: In RPL for Entry no qualification is issued. Recognition is given to the persons prior learning to permit entry through equivalence into a qualification that requires some specific entry standard.

When a person receives recognition for requirements of a complete qualification through RPL, they will receive formal certification. In the VET sector, RPL can apply to entire qualifications.

RPL PROCESS

Please refer to the process outlined on the following page, which outlines the implementation of policy from the application phase to an agreed outcome.

Please refer to the supplementary forms, which will be issued to clients upon their application for RPL.

The Recognition of Prior Learning Process

Steps to be performed by Client	Steps to be performed by Trainwest
<ul style="list-style-type: none">• Complete enrolment form and request RPL Kit• Make Payment• Complete the RPL Kit return• If necessary request further information/advice from Trainwest• Forward your completed RPL Kit and payment to Trainwest• Receive feedback from Trainwest Assessor• If necessary send in additional evidence• If necessary attend further training or receive qualification• If unhappy with Assessor's decision contact Trainwest's CEO with 10 Days and if necessary you will be sent an appeals form	<ul style="list-style-type: none">• Receive enrolment form and forward RPL Kit to client• Administrator to receive completed RPL kit from client and open a student file• Administrator to appoint a qualified Assessor and forward student file• Assessor to evaluate and assess evidence• Where necessary Assessor will request further evidence• Assessor will make decision and provide feedback to client• Assessor will forward student file to Administrator• Administrator will issue qualification or contact client to schedule further training