

5. Recognition of Prior Learning (RPL) Procedure

Training Beyond 2000 Pty Ltd is committed to providing Recognition of Prior Learning (RPL) in accordance with the requirements of the relevant Training Package or VET accredited course.

In order to be granted RPL, participants are required to provide evidence to demonstrate the required level of competence for each unit of competence where RPL is sought.

All staff are provided with an RPL Package which clearly sets out the requirements for granting RPL.

This RPL Policy and Procedure is available on our website under the Admin/HR tab.

5.1 Application Procedure for RPL

The following procedure is to be adopted to facilitate applications for RPL:

- Upon enrolment, the trainer shall make participants aware of the RPL policy and provide an RPL package, where appropriate.
- All participants wishing to be considered for RPL must complete all the material set out in the RPL package and attach all evidence to support the RPL application.
- The participant will submit the RPL application together with all supporting evidence to the trainer responsible for the delivery of the qualification.
- The trainer dealing with the RPL application will provide feedback throughout the process to the participant.
- The trainer responsible for the delivery of the qualification will review the evidence provided by the participant and give a written response, within 14 days of receipt of the evidence, to the participant regarding whether the evidence is suitable for RPL or if any further evidence is required. In considering the application for RPL, the principles of assessment namely: fairness, flexibility, validity and reliability, will be applied by the trainer. Further, the trainer will apply the rules of evidence namely: sufficiency, validity, authenticity and currency.
- The trainer handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The participant may be asked to complete practical demonstrations of their skills to support their application for RPL.
- The trainer will update the participant's records if RPL is granted following consultation with the Director.

- The participant will be made aware of any gaps in training as a result of the review of their RPL application.
- The participant will also be made aware of the appeals procedure if they are not satisfied with their decision regarding the RPL application.

5.2 Appeal RPL Decision

All applicants have the right to appeal the decision not to grant RPL. All RPL appeals must be in writing and lodged with the Director of Training Beyond 2000 Pty Ltd within 14 days of notification of the RPL outcome.

All appeals processes shall be determined by the Director.

If the appeal is successful, the Director shall inform the applicant in writing of the decision.

All applicants who are not satisfied with the Director's decision can lodge another appeal which will be referred to another Registered Training Organisation for determination.