POLICY

IPI Learning acknowledges its obligation to offer at enrolment, and throughout training delivery, RPL/RCC to learners who genuinely believe they possess existing skills or qualifications relevant to the course or qualification in which they are enrolled.

If learners think they can demonstrate current competence in relation to the units of training, they may apply for RPL/RCC, using the RPL/RCC application form.

PROCEDURE

RPL applications

Recognition of prior learning (RPL), is a process for giving a person credit for the skills, knowledge and experience they've gained through working and learning.

Learners applying for RPL must supply a portfolio of evidence to support their claim. At an initial interview with the learner IPI will provide advice and support for gathering evidence.

An initial assessment and/or a request for further information will be made within 21 days of the receipt of the application.

Each application and supporting evidence will be assessed against the relevant course/qualification/unit(s) of competency and a decision made as to whether RPL will be granted.

Evidence of competence

To assist with evidence-gathering, IPI will provide the applicant with Unit evidence sheets and help the applicant to identify relevant information.

The assessor will make a judgement based on a number of factors. These factors generally include:

- the evidence supplied
- the requirements of the unit of competence
- the range of variables
- underpinning knowledge.

Ultimately, Qualification requirements are that an RPL candidate must be able to demonstrate competence on at least two occasions. Acceptable evidence is:

1. a log book or statement from an employer or supervisor confirming the candidate has satisfactorily applied the required knowledge and skills associated with a particular task in their normal duties, and
2. the candidate demonstrating their knowledge and skills to an IPI assessor.

The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The applicant may be invited to attend an interview with an RPL assessor and/or course expert to further substantiate their evidence and may be accompanied by his/her employer.

If recognition is granted, the applicant receives full status equivalent to learners who complete the program by training and assessment.

RPL applications will be reviewed and verified by the Director, IPI Learning prior to the applicant being notified of the outcome of their application. Notification will be both verbally and in writing.

A learner who is not satisfied with the outcome of the RPL process may appeal in writing to the Director, IPI Learning.

RCC or Credit transfer

Recognition of current competence (RCC) refers to the assessment of a person's current capacity to perform. If an individual has previously successfully completed the requirements of a unit of competency or a training module they may be required to be reassessed to ensure that their competence is maintained.

Credit transfer is one of several ways of establishing credit. It provides a mechanism for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.

A person seeking RCC or credit transfer should present a Statement of Attainment or Qualification testamur as the preferred evidence of completion. The Qualification testamur must be supported by a statement of results that clearly identifies the units of competency packaged in the qualification.

A person may also present a statement of results from another RTO. The document's integrity must be confirmed by verifying with the issuing RTO that the unit(s) of competency, qualification or other course details listed are accurate and authentic.

IPI Learning may then undertake a mapping process to establish 'how much' credit can be granted.