

LATROBE COLLEGE OF ART AND DESIGN

RECOGNISED PRIOR LEARNING (RPL) Procedures

See Policy: RTO 1.6-1.7 RPL and CT

LCAD allows a student enrolling in LCAD to have their prior learning recognised against the qualification they are enrolling in, subject to the fees and charges outlined in this policy.

This policy ensures that an individual's prior learning, which may have been achieved through formal or informal training, work experience or other life experiences, can be recognised.

RPL is the recognition of an enrolling student's existing skills and knowledge obtained elsewhere that might match study in a qualification they wish to complete at LCAD.

RPL can be used to reduce the time and length of study in a course if the applicant already carries components of skills and knowledge of that course.

LCAD must confirm that the student's chosen course selected for recognition is appropriate. Another course under the college's scope may be preferable.

RPL can only be applied before the unit of competency study commences and not after the study has commenced.

APPLICATION PROCEDURE

1. Upon receiving the student's application form to study at LCAD, the student will be interviewed. If, during the interview, the student displays strong skills or experience in an area that matches their forthcoming training at LCAD, or if the student expresses an interest in applying for RPL (which might also be indicated on their form), the interviewer will make a recommendation to the student to submit an **RPL Application** form to the college. They will also assist the applicant in identifying the best means to prove their claim, select and organise acceptable evidence, and complete the RPL Application. RPL Fees and charges, as listed in the RPL Application form, must be advised to the applicant.
2. Once the college receives the completed RPL Application Form, the student will be contacted to attend an interview and an assessment of their RPL application. The assessor will use the relevant LCAD study unit outline assessment tools - project assessment tools (PATs) and knowledge tools (KTs) to guide them in conducting the RPL assessment. If, during the assessment, it is obvious that the evidence is insufficient, the assessor will give the student further advice on rectifying this and make another time for the student to complete the assessment.
3. If recognition of 50% or more of the study units in the proposed course is applied for, the assessor will offer another course under scope as an alternative.
4. The results of the RPL assessment will be given to the student during their evaluation. Formal marks will be issued at the end of the current term.
5. If the student disagrees with the RPL assessment decision during the interview, they can appeal the decision. The [Complaints & Appeals Processes](https://www.lcad.edu.au/policies-and-information) can be accessed through the college website at <https://www.lcad.edu.au/policies-and-information>.

STUDENTS CURRENTLY ENROLLED AT LCAD

If the student has already commenced study at LCAD, they are entitled to seek RPL only for units of competency they have not yet started.

IN THEIR APPLICATION THE APPLICANTS MUST

- Identify and select the units of competency they feel they have prior learning in.
- State how they have achieved that prior learning

- Provide EVIDENCE to support prior learning in the form of folio work, individual artwork, former qualifications, previous partial or unfinished study, work (paid or volunteer) experience or demonstration of knowledge/ skills to the assessor.
- Create a free Dropbox account (or cloud storage over the internet) and link it to the college to retain evidence (separate advice to be given here).
- Evidence of folio work such as painting, drawing, sketchbooks, visual diaries, photography, sculpture, exhibitions, written essays, graphic design work, etc to be uploaded to Dropbox.
- Have an external referee sign the Witness check on the application to confirm the authenticity of the evidence. The college may contact witnesses to determine proof of authenticity.

RPL FEES

Fees for RPL assessment are equivalent to the cost of undertaking the unit of Study in which the Unit of Competency sits, to cover the extensive assessment and evaluation process required to verify RPL.

PAYMENT OF RPL FEES

Students can pay their RPL fees upfront or deferred through Vet Student Loans. Some qualifications have different amounts that a student can defer to their VSL loan.

INSTRUCTIONS TO ASSESSORS

A student must submit a folio work and other evidence as well as their RPL Application Form and required documents to the college which must cover or be close to the Element outcomes of the competency units within the qualification offered by LCAD and for which they seek RPL recognition.

The assessor will judge the level of depth and extension in the student's work and combined experience which may or may not be related to their study experience, against the requirements of the LCAD study unit.

The assessor will use LCAD's study unit outline assessment requirements to guide them in their assessment process, but there is flexibility which allows for provided evidence to differ from evidence which would normally be gathered through completing the study unit.

The assessor assesses the evidence and experience presented and decides whether the student has sufficient skills, knowledge, and expertise to reach competency within the study units they are applying for.

It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence supporting the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes.

Students seeking RPL for study they have completed more than 8 years earlier must have more recent folio work and/or experience with their older course work to be recognised. Students who disagree with the outcome can enact the college's Complaints & Appeals Processes.

RPL is awarded, and the student is issued a copy of the signed and completed RPL application form. The assessor marks the student's task completion form in their file, or transcript of results form, or asks admin to update the details directly to the college's SMS.

The assessment results are issued at the end of the term along with the student's other results if they are studying in that term

ASSESSMENT GUIDELINE

To successfully apply for RPL, the applicant's evidence must prove to be:

- **Authentic** - the work or evidence must be the applicant's own work. The external referee check must be signed by an external person who can verify the authenticity of the work evidence.
- **Current** - show that the skills and knowledge within the evidence is current, or the applicant can perform the skills at this point.
- **Sufficient** - that there is sufficient evidence to determine competency and the evidence covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely *task skills, task management skills, contingency management skills, and job/role environment skills (see guide note below).
- **Valid** - directly related to the current version of the unit of competency
- **Reliable** - (shows that the candidate consistently meets the endorsed unit(s) of competency)

COURSE CREDIT FOR INTERNATIONAL STUDENTS

If RPL is granted to an international student which leads to the shortening of the student's course, LCAD will:

- Indicate the actual net course duration in the COE issued for that student
- Report the change of course duration via PRISMS.