



ABN 92 119 132 900 RTO 91285

RPL/RCC STUDENT KIT

(RECOGNITION OF PRIOR LEARNING/CURRENT COMPETENCIES)

deFaye College recognises that adults bring to their learning a wide variety of experiences and all students of accredited VET courses are advised of the availability of Recognition of Prior Learning (RPL) and Recognition of Current Competences (RCC). Assessments will be made against the competency standards or learning outcomes and assessment criteria of the course curriculum or training package.

PROCEDURE

1. Students are advised when beginning a course that RPL/RCC is available and given information on the policy and procedure if they wish to apply. The RPL/RCC process must be completed by the time the particular unit is to be offered, so that if the student is unsuccessful they can complete their training.
2. If a student wishes to apply for RPL/RCC they are referred to the RPL/RCC assessor for an interview. **The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies**
3. The interview will cover the following issues:
 - Clarification of which unit/s the student wishes to RPL/RCC.
 - An explanation of the types of evidence that would make up an application, also how much evidence and its presentation.
 - An agreed timeframe for the completion of the application and the date by which a decision could be given.
 - Advice on the possible difficulties the student may face if it is felt that the student may not have the required experience.
 - An explanation of the appeals process if the student disagrees with the assessment outcome.
 - The appropriate forms are given to the student to complete their application.
 - A record of the interview including the above points is to be completed and signed by both parties.
4. The student prepares the application and submits it by the agreed date.
5. The assessor reviews the application and notifies the student of their decision by the agreed time.
6. If the student is successful the decision is recorded on the appropriate form and given to the course coordinator for the student records.
7. If the student needs to provide further information the assessor is to contact the student and advise them of what else is required - a record of the conversation is to be made and signed by both parties.

8. The student then resubmits the application by the agreed date.
9. The assessor makes and records their decision and notifies the student.
10. If the student does not achieve a successful RCC/RPL outcome they are advised again of the appeals process. They are also advised of the need to undertake further training to complete the requirements of the course.

RPL/RCC Application Assessment Form

Applicant Details

Date/...../.....

Surname

Given Names

Address

Telephone Work Home

Fax

E-mail

Course Details

Course presently enrolled in (if applicable).....

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Course, module, unit or Learning Outcomes for which you seek RCC/RPL (details separately)

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Staff Member Assigned to carry out assessment: _____

Date Assessed: _____

Result: _____

Justification:

Mapping Matrix attached.

UNITS CLAIMED

RPL/RCC

I wish to apply for RPL/RCC in the following units:

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Credit Transfer

If you have applied for or been granted credit transfer for any units please complete the following.

I have applied for / been granted (*please strike out whichever is not applicable*) credit transfer for the following units.

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RPL/RCC APPLICATION ASSESSMENT APPEAL

I wish to appeal the Assessment RPL/RCC process I have recently undertaken. The following information supplies the relevant details and my reasons.

Applicant Details

Date/...../.....

Surname

Given Names

Address

Telephone Work Home

Course Name:

Unit No:

Assessor:

Reasons:

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Signed

...../...../.....
Date

FEEDBACK ON RPL/RCC PROCESS

Please complete this and return it to your course facilitator.

1. Did you receive adequate information on the RPL/RCC process?

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2. Were you given the support you required for the completion of your portfolio?

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3. How much time did it take for you to complete your portfolio?

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4. How many units did you apply for and for how many were you successful?

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5. What was the time taken between lodging your portfolio and being informed of the decision? Do you think this was reasonable?

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6. How helpful was the counselling you received about the development of a learning plan?

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7. Any other comments on the RCC/RPL process (please include positive and negative comments, which may help us improve the process.)

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Thankyou for taking the time to give this feedback.