

RECOGNITION OF PRIOR LEARNING (RPL)/RECOGNITION OF CURRENT COMPETENCIES (RCC) POLICY AND PROCEDURE

It is our intent at Contempo College to clearly define the process in which claims for Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) will be substantiated or negated.

POLICY

In all instances whereby a Learner makes a claim for Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC), it will be the designated trainer for the qualification to acknowledge the claim and assist the applicant with the application for Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC), using the appropriate qualification RPL Kit.

PROCEDURE

All applications for RPL will be responded to within 15 working days of the receipt of the written application.

When a trainer receives an application for Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC) the trainer is to:

- Advise Learner of the cost involved;
- Assist Learner with completion of application for RPL/RCC;
- Advise Learner of evidence to be presented, including certificates, statements of attainment, references and copies of any work done;
- Collect copy of all evidence for learner records;
- Assist Learner with the relevant RPL Kit for the qualification;
- Once all evidence has been submitted, Trainer is to review all evidence and determine the outcome and advise which subjects are required to be undertaken for issuance of the qualification if applicable;
- Where actual documented evidence is not available, the trainer is to arrange for the applicant to demonstrate through practical demonstration and/or Oral questioning their knowledge and skills on the matter subject to verify their claim for RPL;
- Once RPL is awarded store completed RPL Kit in the learners file as the required evidence.

LEARNERS

Learners who wish to be credited units of a qualification through RPL/RCC are to:

- Submit an application a minimum of 15 days prior to the commencement of the course;
- Provide all evidence they wish to use to support their application;
- Complete all steps in the appropriate RPL Kit for the qualification; and
- Pay the fees.