Forsythes Training

RPL Policies and Procedures

This policy and procedure has been written in alignment with the NSW Recognition Framework and Standards 1.8 and 1.12

RPL Policy and procedure
Version 7
P a g e | **1**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122

1. Pre-Enrolment

Potential participants (all potential enrolees) are informed about what recognition is, what it means, that it's available to them, the likely costs, the support available, timelines and initial qualification-related information.

This information provides participants enough details to make an informed decision about whether to pursue a recognition pathway.
The participants can access this information from:

- Our web site
- Student information handbook
- Information direct from Forsythes Training staff or our Director of sales
- On enrolment

Please note: There is no additional cost required if a participant has already enrolled into one of our qualifications and then seeks RPL for some of the units of competency.

2. Participant approaches the RTO

Participants who identify themselves as potential participants can receive guidance from our Manager or the appropriate assessor. This guidance is provided in a number of ways, for example, on a one to one basis, via email, phone contact.

Information provided at this point includes:
- detailed course outcomes/interpretation of competency standards
- suggested evidence – observation in the workplace, documents, portfolio, demonstrations, completion of projects
- If requested they can also be provided with our relevant RPL kit, however this will only occur once an online booking form has been received.

This interaction enables the potential participant to make a decision about whether or not to apply for recognition. If the participant chooses not to pursue recognition we provide additional advice which might include:

- the participant deferring and taking time to gather evidence for future submission
- further development of skills in the workplace
- Attending workshops for selected units of competency where gaps may have been identified and the participant is unable to produce sufficient evidence for selected units of competency or a full qualification

RPL Policy and procedure
Version 7
P a g e | **2**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122

3. Participant

- Enrolment forms are completed, the RPL Kit/Guide for the qualification or units of competency is supplied to the participant and communication/mentoring and assessment arrangements are detailed.

The RPL kit is specific to the selected qualification and includes as a minimum:

- RPL process
- RPL roles and responsibilities
- appeal process
- what happens if they are successful/unsuccessful
- feedback mechanisms (2-way)

4. Participant gathers or produces evidence and receives support from the assessor

While the participant is gathering or producing evidence, provision is made for ongoing liaison with our designated support person regarding evidence and its presentation.

Examples of forms of evidence

- the assessor observing the participant in the workplace (more emphasis on trainees)
- the participant undertaking a project or task or providing authenticated work samples
- the assessor interviewing the participant
- the assessor interviewing the participants supervisor/manager
- a simulation of work activities
- records of non-formal learning completed (such as workplaces)
- physical evidence that supports required standards for units/s of competency/qualifications

A participant must

- Be assessed against the entire unit of competency
- Demonstrate they are able to perform these tasks at an acceptable level

RPL Policy and procedure
Version 7
P a g e | **3**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122

5. Evidence is submitted

Where documentary evidence is the main form of evidence, the participant presents this in the appropriate form.

Other forms of evidence may already be in the assessor's possession, e.g., observation checklists, project assessment tools, initial interview information, third party reports, etc.
The assessor records the evidence presented and files in the RPL client's folder

6. Assessor reviews evidence and interviews participant

The assessor reviews the evidence as a 'whole' using the assessment tools.
An interview, whether face-to-face, by telephone or other means is a recommended part of any recognition process. This allows the assessor to ask questions to further explore the extent of knowledge of the participant

- seek clarification about items of evidence, e.g., ask questions to ensure understanding by the participant and required knowledge evidence is demonstrated
- ensure the components/dimensions of competency are demonstrated, e.g., ask questions to ensure understanding by the participant and required knowledge evidence is demonstrated

The assessor must ensure that the principles of assessment and the rules of evidence have been adhered to in every RPL application.

To ensure authenticity, verification of third party reports provided by a person must be done.

A person presenting testamurs as part of the RPL application must be prepared to sign a release of information. The assessor must request the testamurs to be verified by the issuing RTO if the person agrees to sign. No testamur is to be counted as part of the RPL application unless this process has been conducted.

In addition, permission must be granted by the RPL applicant to verify references or CV's submitted as part of the RPL process

RPL Policy and procedure
Version 7
P a g e | **4**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122

7. Assessor makes assessment decision and provides feedback to the participant

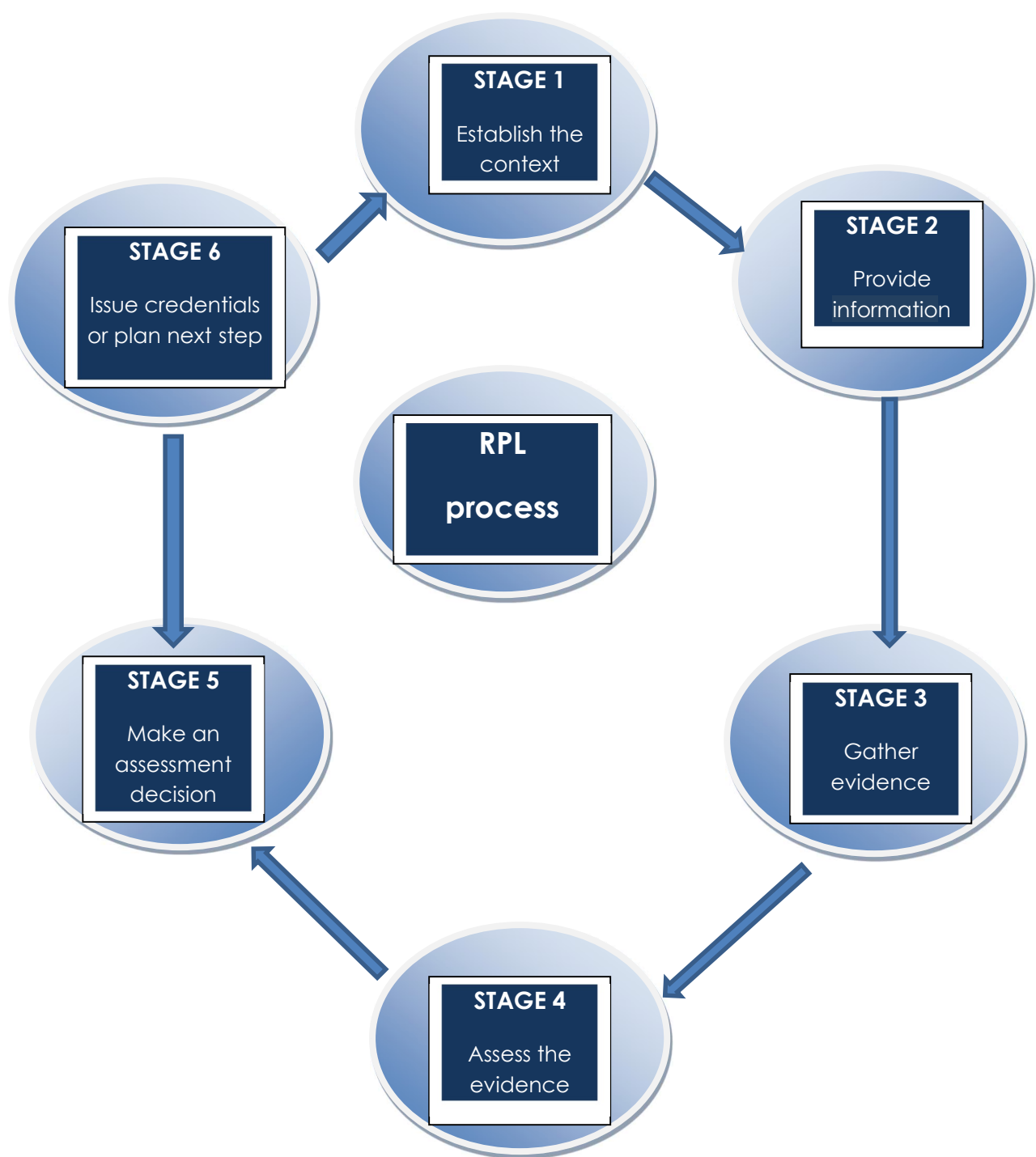The credential issuing process is explained to successful participants.

Options for unsuccessful participants are explored. Options could include:

- offer of Statement of Attainment in units of competency achieved through the RPL pathway
- enrolment in face to face sessions
- enrolment in flexible pathway
- completion of work based projects and/or assessments

8. Assessor completes record keeping requirements

Assessor with support from the Training Manager completes records of the recognition assessment as per RTO policy and procedures for assessment record keeping.

RPL Policy and procedure
Version 7
P a g e | **5**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122

The Six Stage Framework for Recognition

STAGE 1

Establish the context

STAGE 2

Provide information

STAGE 6

Issue credentials or plan next step

RPL

process

STAGE 3

Gather evidence

STAGE 5

Make an assessment decision

STAGE 4

Assess the evidence

RPL Policy and procedure
Version 7
P a g e | **6**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122

Related Australian and NSW Frameworks and associated standards

RTO Standard 1 – Quality training and assessment

RTO Standards 1 and 5 – Meeting the needs of clients

RTO Standard 1 Employer engagement

RTO Standards 7/8 Governance

RTO Standard 3 Certification, issuing and recognition of qualification and statements of attainment

NSW recognition framework

NSW Quality Framework (Smart and skilled)

AQF (Australian Quality Framework)

Related Forsythes Policy and Procedures/strategies

Governance Policy

Validation/moderation policy

Continuous improvement strategy

Meeting the needs of clients strategy

Employer engagement strategy

Credit transfer

Retention policy

Training and Assessment Strategy (Standard 1)

Assessments (including RPL) strategy (1.8)

Record keeping

Related documents

Engagement agreement

Assessment validation checklists

Assessments (including RPL)

Continuous improvement

RPL kits

RPL Policy and procedure
Version 7
P a g e | **7**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122

Related resources

Skills recognition- A guide for Training Organisations

Assessors guide to Recognition of prior learning

Participant s guide to skills recognition

RPL Policy and procedure
Version 7
P a g e | **8**

Forsythes Training
9 Denison Street Newcastle West NSW 2302
Tel: (02) 49 220 122