

Recognition of Prior Learning Policy

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Recognition of prior learning (RPL) is an assessment process that involves assessment of a student or intending student's relevant prior learning (including formal, informal and non-formal learning).

RPL is part of DNA Kingston Training's Assessment system. The College provides relevant RPL information to students at enrolment and whilst enrolled. The College staff will provide support and guidance regarding RPL enquiries in a timely manner.

At DNA Kingston Training, RPL is most often demonstrated through participation in structured assessment activities that our students normally would be required to undertake if they were enrolled in on campus training; or through credit transfer.

This ensures that RPL assessment processes are:

- of a comparable standard to those used to deliver and assess the qualification;
- evidence-based, transparent and accountable; and
- subject to the same quality assurance processes used
- validated and monitored in the same way other assessment processes are validated and monitored.

RPL Procedures

- On receipt of a RPL enquiry College staff will refer the applicant to the CEO (or delegate). The applicant is requested to submit all supporting documentation including copies of academic transcripts, CV, employment experience, work samples and any other relevant documentation. All documentation is verified (where possible).
- Applicants will attend a briefing session with the CEO (can be via email if required) to ensure they fully understand College's RPL process, requirements and fees.
- During the interview, the CEO will determine the applicant's suitability for RPL and what training, if any, will be required to ensure the applicant is ready to attempt the assessments.
- If the CEO feels that additional training is required, this is negotiated with the applicant.
- Applicants will complete a pre-assessment language, literacy and numeracy test.
- Once the applicant has undertaken all required training, or if additional training is not required, the CEO will provide the candidate with the DNA Kingston Training assessments for each unit of competence.
- If applicants are required to demonstrate some skills as part of an assessment task, they may be required to attend some sessions in person or via Teams, or video themselves doing certain tasks.
- Unless otherwise negotiated, applicants receive the assessments for 2 units at a time so that once the applicant has submitted a unit for assessment, they can be working on another unit.
- The usual timeframe for RPL is one year, but this will depend on the number of units or the qualification chosen.
- Once assessments are submitted, the standard assessment process is followed.
- Applicants have the right to appeal against the assessment decision in accordance with the Appeals process.
- Assessments can be submitted at any time which is suitable to the student (within the parameters of the course) and assessed as soon as practicable.
- In the event that an applicant receives an assessment outcome of 'not yet competent', they will be

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- afforded the opportunity to amend and resubmit assessments at no further charge. DNA Kingston Training allows two resubmissions of evidence before a final outcome of 'not yet competent' is recorded.
- Should an applicant wish to re-enrol in any NYC units, they would be required to complete the training component as they have demonstrated that they do not have sufficient knowledge and experience to gain the unit through the RPL process.

Notes

- If a successful RPL assessment results in an International student on a student visa being given a reduction in their course duration, DNA Kingston Training notifies the Commonwealth on PRISMS and reflects this reduction in the student's records.
- The main cost benefit of RPL to the student is the opportunity to shorten or eliminate the period of training (time).
- The tuition fee per unit for RPL is half the usual tuition fee per unit.