RECOGNITION OF PRIOR LEARNING PROCEDURE

Contour College (Contour) is committed to providing all candidates and potential candidates with a fair and accessible process for Recognition of Prior Learning (RPL). The process acknowledges the skills, knowledge, performance outcomes and learning achieved prior to undertaking a program of study with Contour, through either formal or informal learning pathways.

For more information on RPL see the *Recognition of Prior Learning Policy* on [Contour's website](www.contourcollege.com.au) (www.contourcollege.com.au.

Assessment Processes

As with all assessments, the RPL assessment will be undertaken by suitably qualified assessors with knowledge of the content or skills area, as well as knowledge of, and expertise in, RPL practices and procedures. All assessments are then reviewed by a second assessor before a qualification is issued to ensure consistency in outcomes.

Contour has developed a number of resources and tools specifically for the assessment purpose to ensure a professional and quality approach is taken by our assessors.

If a student would like to apply for RPL, they must meet the following criteria:

- Authenticity – Do you have the evidence?
- Currency – Are the skills used in the workforce now?
- Quality – Are the skills the right standard?
- Transferability – Are skills learnt somewhere else relevant to another industry?
- Validity – Can you demonstrate the skills required for the course / occupation?

Stages

The following eight stages must be completed to receive RPL:

1   GATHER THE INFORMATION – the applicant finds out about the RPL process and the learning outcomes to be assessed. Support and counselling are provided to assist the applicant.

2   SELF ASSESSMENT – the applicant compares their own skills with the learning outcomes required and completes the RPL application form.

3   EVIDENCE – the applicant gathers evidence of their skills and submits a portfolio as part of their RPL application. Types of evidence often used are references, samples of completed work, statutory declarations of experience, certificates from training courses, pay slips and verbal evidence.

4   ASSESSMENT – the evidence is assessed and the applicant may be required to attend an interview. A support person may also attend with the applicant.

5   POST ASSESSMENT GUIDANCE – the applicant is provided with feedback and a learning / development plan may be prepared.

6   RECORDING – records are kept by the assessor and results communicated in writing to the applicant.

7   CERTIFICATION - where RPL is granted, your certificate will show the competence that has been achieved in this manner to gain the certification.

8   APPEALS – if the applicant thinks the decision is wrong, an appeal can be lodged through a standard process.

How does the process work?

Initially each candidate will be assessed against the nationally endorsed competencies for each unit contained within the training package they are applying for RPL in.

If the candidate is applying for a phase or a full certificate, RPL will identify if any/or no gaps appear in their current learning. If gaps are identified, it will be up to the candidate to either gather more evidence or to complete the missing units of competency. Individual units are available on request at a reasonable cost.

If gaps are identified, and the candidate does not wish to proceed any further, they will be granted recognition for those units achieved and a Statement of Attainment will be issued listing those units.

If the RPL is for the whole certificate, and no gaps are identified, then a Certificate will be issued listing all achieved units of competency.

The time taken to go through these processes will vary, depending on how much has to be reviewed and the amount of significant evidence provided.

What is involved?

The assessor/s will be working towards identifying and measuring competencies as outlined in the National Training Package, the Learning Outcomes and the Performance Criteria. A copy of these will be provided to assist the candidate for the type of information the assessor will be looking for and measuring against.

The main objective of the application is for the candidate to be able to demonstrate, prove or discuss that they are competent in each learning outcome as it is written in the endorsed materials.

Ready to apply for RPL?

To apply for Recognition of Prior Learning, contact Contour College by:

Phone: (02) 4353 0815

Email: admin@contourcollege.com.au