



# Recognition Procedures Int

## Recognition of Prior Learning / Current competency

### STEP 1 – Initial Enquiry and Student briefing

No.	Who	Actions
1.1	<b>Client</b>	a) Student makes an enquiry regarding RPL.
1.2	<b>Administration Manager</b>	a) Discuss with the student to determine if the student already possesses certification documentation relevant to unit/modes from another RTO. b) If student already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer Procedure. c) If the student does not have certification documentation relevant to unit/modes from another RTO. <ol style="list-style-type: none"> <li>i. Explain the process of RPL and requirements regarding assessment.</li> <li>ii. Provide student with '<b>RPL Application form</b>'.</li> <li>iii. Confirm and book a time for student to submit '<b>RPL Application form</b>' with <b>Academic Manager</b>.</li> </ol>
1.3	<b>Academic Manager</b>	a) Meet with student; accept ' <b>RPL Application form</b> '. b) Inform students assessment requirements, including: <ol style="list-style-type: none"> <li>i. Expectations of the student;</li> <li>ii. Types of evidence;</li> <li>iii. RPL assessment process;</li> <li>iv. Principles of assessment;</li> <li>v. Rules of evidence;</li> <li>vi. Submission timeframes.</li> </ol> c) Confirm the units /modules the student is seeking to complete as RPL. d) Supply RPL information and documentation to student. e) Conduct an assessment briefing session with the student to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules. f) Complete ' <b>Student Meeting Form</b> '. g) Provide ' <b>RPL Application form</b> ', ' <b>Student Meeting Form</b> ' to Student Support Officer for Enrolment processing.

### STEP 2 – RPL Assessment

No.	Who	Actions
2.1	<b>Client</b>	a) Student completes all assessment requirements for each unit/module/cluster. b) Student takes and keeps a copy of the completed assessment prior to submission. c) Student submits assessment to Student Support Officer for marking.



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2.2	<b>Administration Manager</b>	<ul style="list-style-type: none"> <li>a) Upon receipt of assessment submission, stamp/note the date the assessment was received.</li> <li>b) Enter the details of the assessment submission into:               <ul style="list-style-type: none"> <li>i. <b>Assessment Received Register;</b></li> <li>ii. Student information in SMS</li> </ul> </li> <li>c) Provide copy of unmarked Assessment to Assessor for marking.</li> </ul>
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## STEP 3 – Making Assessment judgement

3.1	<b>Academic Manager</b>	<ul style="list-style-type: none"> <li>a) Mark assessments in order of date received, ensuring all assessments are marked within two (2) weeks of receipt.</li> <li>b) Use the <b>Assessment Marking Guide</b> for the unit/module to assist with judgement.</li> <li>c) Where reasonable, if minor clarification is required from student to determine a successful outcome, contact the student by telephone and discuss.</li> <li>d) Make relevant assessment judgement taking into account:               <ul style="list-style-type: none"> <li>a. Elements and performance criteria for the unit/module;</li> <li>b. Assessment requirements;</li> <li>c. Principles of Assessment; and</li> <li>d. Rules of Evidence;</li> <li>e. Competency standard required in the workplace.</li> </ul> </li> <li>e) Complete all relevant documentation, including <b>Assessment Outcome Sheet</b>.</li> <li>f) Provide written feedback on assessment and <b>Assessment Outcome Sheet</b>, as appropriate.</li> <li>g) Contact/ Meet with the student, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate.</li> <li>h) Advise student of right to appeal.</li> <li>i) Complete <b>'Student t Meeting Form'</b>.</li> <li>j) Enter notes into Student records on SMS.</li> <li>k) Forward all assessment documentation to Student Support Officer for processing.</li> </ul>
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## STEP 4 – Processing Marked Assessments

4.1	<b>Administration Manager</b>	<ul style="list-style-type: none"> <li>a) If Assessment judgement is "NYC":               <ul style="list-style-type: none"> <li>i. File all Assessment documentation onto <b>Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)</b></li> <li>ii. Update student record in SMS with assessment result.</li> <li>iii. Update the <b>Assessment Outcome Tracking Form</b> on the <b>Student File</b>.</li> <li>iv. Update the <b>Assessment Received Register</b>.</li> </ul> </li> <li>b) If Assessment judgement is "C":               <ul style="list-style-type: none"> <li>i. Update student record in SMS with assessment result.</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>ii. Update the <b>Assessment Outcome Tracking Form</b> on the <b>Client File</b>.</li> <li>iii. Update the <b>Assessment Received Register</b>.</li> <li>iv. File all Assessment documentation onto <b>Student File</b>. (<b>Full Assessment submissions and records must be kept on file for a minimum six (6) months.</b>)</li> <li>v. If Student is due for the Issuance of Certification Documentation, refer to <b>Certification Issuance Procedures</b>.</li> </ul>
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## STEP 5 – Client completes further assessment submission

No.	Who	Actions
5.1	<b>Client</b>	<ul style="list-style-type: none"> <li>a) Student completes all assessment requirements for each unit/module/cluster.</li> <li>b) Student takes and keeps a copy of the completed assessment prior to submission.</li> <li>c) Student submits assessment to Student Support Officer for marking.</li> </ul>

## STEP 6 – Receiving further Assessment submissions

No.	Who	Actions
6.1	<b>Administration Manager</b>	<ul style="list-style-type: none"> <li>a) If this is the second (2<sup>nd</sup>) submission of an Assessment for the same unit/module, Refer to Step 2.</li> <li>b) If this is the third (3<sup>rd</sup>) submission of an Assessment for the same unit/module:               <ul style="list-style-type: none"> <li>i. Upon receipt of assessment submission, stamp/note the date the assessment was received;</li> <li>ii. Enter the details of the assessment submission into                   <ul style="list-style-type: none"> <li>a. <b>Assessment Received Register; and</b></li> <li>b. Student information in SMS.</li> </ul> </li> <li>iii. Advise the student of the re-submission fee;</li> <li>iv. Raise and send invoice to student for re-submission;</li> <li>v. Invoice must be paid prior to assessment being marked;</li> <li>vi. Once re-submission invoice has been paid, refer to Step 2.1c.</li> </ul> </li> <li>c) If this is the fourth (4<sup>th</sup> or more) submission of an Assessment; student is to be advised they must re-enrol in the unit/module again. Normal course fees apply.</li> </ul>

## STEP 7 – Assessment Evaluation

No.	Who	Actions
8.1	<b>Administration Manager</b>	<ul style="list-style-type: none"> <li>a) Provide Student with '<b>Assessment Evaluation form</b>'.</li> <li>b) Refer to Evaluation Procedures.</li> </ul>
8.2	<b>Academic Manager</b>	<ul style="list-style-type: none"> <li>a) Complete '<b>Assessor Evaluation Form</b>'.</li> </ul>



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		b) Submit completed form to Student Support Officer.
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