



Caloundra State High School

Recognition of Prior Learning Process and Forms

DEFINITION

Recognition RPL means getting credit for what you know - *no matter where or how you learnt it* - if your knowledge and skills are of the same standard as required in your vocational certificate course.

RPL will allow you to:

- Progress through the course at a faster rate
- Do only new work (and not repeat the work in which you are already competent)
- Have your knowledge and skill level formally recognised

What Learning Might Count Towards RPL?

Knowledge and skills learnt in:

- Other subjects
- Work experience or industry placement
- A part-time job or unpaid work
- Hobbies, activities, clubs, and sports interests inside or outside school
- Activities you undertake as part of your family, holiday, home routines

In What Parts of the course does RPL Apply?

RPL can only be granted for the vocational training competencies or learning outcomes in the course you are studying. (These are the job-related knowledge and skill areas of the course.)

Each vocational training program has a number of learning outcomes or units of competency. You can apply for RPL in either an entire training program or in individual learning outcomes.

If You Decide to Take Advantage of RPL:

1. Ask for specific information about the learning outcomes or competencies of the training program
2. Complete the *RPL Application Form* in detail (and attach all relevant evidence)
3. You may be asked to attend an interview, or to do a practical task, or to provide more information

How Does RPL Assessment Work?

An assessor (usually your class teacher) will look through your application. The assessor will look at the evidence you have provided in the application (and perhaps in an interview) to decide on the outcome of your application. If the teacher does not have sufficient evidence to grant RPL, you may be asked to do a practical test or provide additional supporting evidence.

After the RPL assessment is finished you will be notified of the result in writing, i.e.

- ❖ Successful
- ❖ Partially successful
- ❖ Unsuccessful

If you disagree with the outcome, you may appeal.



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EVIDENCE:

The evidence you gather for your application might include:

- Products and/or records of your work
- A personal report
- A referee's report
- Single piece of evidence may be relevant to one or more of the learning outcomes or competencies.

Examples:

PRODUCTS OF YOUR WORK

- Samples of work you have completed
- Work experience/industry placement records
- Qualifications gained
- Coaching certificates
- Senior first aid certificates
- Magazine or newspaper articles about you
- Prizes, certificates or other forms of commendation

A PERSONAL REPORT

The Personal Report is written by you and is a concise description of activities and functions that you have carried out. It should be related to the training program for which you are seeking RPL.

The Personal Report can never stand alone as sufficient evidence of competence.

REFEREE'S REPORT

- Letters from others to support your claim - e.g. managers, customers, colleagues, previous employer
- Reports from a manager who witnessed specific activities undertaken.

A referee's report should include:

- A company heading
- The name of the supervisor or manager
- Period of employment
- List of competencies developed or tasks undertaken
- Signature and position of the person verifying the claim
- The date

RECOGNITION/ PRIOR LEARNING CHECKLIST FOR STUDENTS

To ensure an effective RPL process, students should:

1. Obtain information about RPL.
2. Obtain a copy of the Elements of Competency and Performance criteria outline for the vocational training program(s) of your subject from your teacher.
3. Read or ask your teacher to explain these to you and what the desired learning outcomes or competencies are for the training program.



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4. Assess your abilities/competencies, with guidance from your teacher and/or guidance officer in the learning outcomes or competencies in the training programs.
5. Decide if you think you possess the knowledge and skills of the learning outcome or competencies in the training programs and if so, you should apply for RPL.
6. Complete an RPL Application Form.
7. Gather evidence that supports your application.
8. Give the completed RPL Application Form and evidence to your teacher.
9. Receive notification from your teacher to show either
 - (i) *that you have gained RPL (go to 10)*
 - (ii) *that you need to supply more information AND/OR attend an interview (go to 7)*
 - (iii) *that you have not gained full/partial RPL and you receive feedback (go to 12)*
10. (If you are successful) be exempt from those learning outcomes or competencies in the training programs.
11. (If you were partially successful) you may decide to progress more quickly through the training program by completing only those aspects for which you do not have prior learning. **This completes the RPL process for your application.**
12. (If you were unsuccessful) you may decide to request an RPL Appeals Form.
13. Gather further evidence that supports your application.
14. Submit your completed RPL Appeals Form and further evidence to the nominated person in the school's grievance policy, who will arrange for a second suitably qualified person to assess the evidence.
15. Receive a notification about whether either
 - (i) *you have gained RPL (go to 10) or*
 - (ii) *you have not gained full/partial RPL and receive feedback (go to 7).*
16. Seek to progress more quickly through the training program by completing only those aspects for which you do not have prior learning.



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RECOGNITION/RPL APPLICATION FORM

NAME: _____ **DATE:** _____

CODE: _____ TRAINING PROGRAM: _____					
LEARNING OUTCOMES or COMPETENCIES		DETAILS OF RELEVANT PREVIOUS EXPERIENCE including formal training, work experience and life experience (interests, skills etc.) ATTACH COPIES OF RELEVANT EVIDENCE	OFFICE USE ONLY		
No.	DESCRIPTION		ASSESSOR'S COMMENTS AND RECOMMENDATIONS	COMPETENT	NOT YET COMPETENT



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RECOGNITION/RPL NOTIFICATION

Recognition

is granted for the learning outcomes/competencies _____

(Insert details)

and/or

is not granted for the learning outcomes/competencies _____

(insert details)

because _____

Assessor's Signature

Date



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RECOGNITION/RPL APPEALS FORM

NAME: _____ **DATE of original RPL application:** _____ **Course name:** _____

Complete the following to indicate the decisions against which you wish to appeal.

LEARNING OUTCOMES or COMPETENCIES		SUMMARY OF THE REASONS FOR YOUR APPEAL (LIST THE ADDITIONAL INFORMATION YOU WILL PRESENT AS PART OF YOUR APPEAL)	OFFICE USE ONLY		
No.	DESCRIPTION		ASSESSOR'S COMMENTS AND RECOMMENDATIONS	COMPETENT	NOT YET COMPETENT

 Applicants Signature

 Date



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RECOGNITION/RPL NOTIFICATION

Recognition

is **granted** for the learning outcomes/competencies _____

(Insert details)

and/or

is **not granted** for the learning outcomes/competencies _____

(insert details)

because _____

Assessor's Signature

Date appendix 2



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COMPLAINTS & APPEALS PROCESS

You may approach the School if you are dissatisfied with any aspect of your VET program. This includes:

- an administrative matter such as, for example, the non-issue of qualifications/ statements within the prescribed timeline;
- another person in the school (student or teacher);
- a complaint about any aspect of the course or its delivery;
- a complaint about the results of an assessment or about the way the assessment was undertaken.

Complaints Procedure

Persons with a complaint against the Caloundra State High School RTO on how it conducts its responsibilities with regard to:

- The RTO, trainers and assessors or other staff
- A third party providing services on the Caloundra State High School RTO's behalf, its trainers and assessors or other staff or
- Another learner of the Caloundra State High School RTO

have access to the following procedure:

1. the initial stage of any complaint shall be for the complainant to communicate the complaint at the earliest and lowest level first in an attempt to resolve the issue.
2. person(s) dissatisfied with the outcome of the complaint may then apply to the relevant operational representative (RTO Manager – Ms Jan McLean) of the Caloundra State High School RTO, who will make a decision and record the outcome of the complaint
3. the complaint and its outcome shall be recorded in writing on the *Complaints and Appeals form*.
4. the RTO manager will attempt to resolve any issues with all parties involved.
5. persons dissatisfied with the outcome may lodge their complaint with the principal (CEO – Ms Julie Pozzoli) of Caloundra State High Caloundra State High School RTO.
6. on receipt of a formal complaint the principal shall convene an independent panel to hear the complaint; this shall be the 'complaint and appeal committee'
7. the complaint committee shall not have had previous involvement with the complaint and should include representatives of:
 - (a) the principal
 - (b) the teaching staff
 - (c) an independent third party
8. the complainant shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
9. the relevant staff member shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
10. the complaint committee will make a decision on the complaint
11. the complaint committee will communicate its decision on the complaint to all parties in writing within 5 working days of making its decision.
12. If the complaint will take more than 60 days to finalize, written notification will be given to all people involved explaining the delay.



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Appeals Procedure

Learners are informed at their Induction, of their right to request a review of a decision. This may include:

- Appeal of an assessment decision made by either the Caloundra State High School RTO or a Third Party providing services on behalf of the RTO (if relevant)
 1. the initial stage of any appeal shall be for the appellant to communicate the appeal at the earliest and lowest level first in an attempt to resolve the issue.
 2. person(s) dissatisfied with the outcome of the appeal may lodge the appeal with the operational representative (RTO Manager) of the Caloundra State High School RTO, who will make a record about the nature of the appeal.
 3. the appeal and its outcome shall be recorded in writing on the *Complaints and Appeals form*.
 4. the RTO Manager will attempt to resolve any issues with all parties involved.
 5. Persons dissatisfied with the outcome may lodge their appeal with the principal (CEO) of the Caloundra State High School RTO.
 6. On receipt of an appeal the principal shall convene an independent panel to hear the appeal; this shall be the 'complaint and appeal committee'
 7. the complaint and appeal committee shall not have had previous involvement with the appeal and should include representatives of:
 - a) the principal
 - b) the teaching staff
 - c) an independent third party (if relevant)
 8. the appellant shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
 9. the relevant staff member shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
 10. the complaint and appeal committee will make a decision on the appeal
 11. the complaint and appeal committee will communicate its decision on the appeal to all parties in writing within 5 working days of making its decision.
 12. If the appeal will take more than 60 days to finalize, written notification will be given to all people involved explaining the delay.



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Vocational Education and Training

Grievance/Complaint Form

Student's Name: _____

Subject: _____ Date: _____

Nature of Grievance/Complaint

Please use specific detail (dates etc)

(Attach further documentation if required)

Grievance

Against: _____

Student's Signature: _____

Parent's Signature: _____

Accepted by: _____

Position: _____