

Recognition of Prior Learning Policy

Version 3, February 2020



1. Purpose

This policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised and to ensure compliance against clause 1.12 in the Standards for Registered Training Organisations 2015.

2. Scope

This policy applies to all LivCor training, including training delivered under third-party arrangements, to provide students and prospective students with the opportunity to have their current knowledge and skills assessed and recognised. It is important to note here the limitations on what might be judged 'current' for subject areas that have refresher training requirements in standards, guidelines and codes of practice.

3. Procedure

3.1 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge obtained by the learner through previous training, work experience or life experience. RPL is used to determine the advanced standing, within a training program, that the learner may be awarded as a result of their experience.

3.2 Overview

Only accredited assessors will conduct RPL assessments on behalf of LivCor with assessments to comply with the requirements detailed in the curriculum and training product documentation.

The assessment process shall provide for the recognition of prior learning regardless of where this has been acquired and is based on National Assessment Principles.

3.3 Assessment Processes

The assessment process will:

- a) cover the broad range of skills and knowledge needed to demonstrate competency;
- b) integrate knowledge and skills with their practical application to assess competency;
- c) perform judgments to determine an individual's competency;
- d) be monitored and reviewed to ensure that there is consistency in the interpretation of evidence;
- e) provide for the recognition of competencies no matter how, where or when they have been acquired;
- f) be accessible to individuals so that they can proceed readily from one competency standard to another;
- g) be equitable to all groups and individuals;
- h) ensure that criteria for judging performance will be made clear to all individuals seeking assessment;
- i) be participatory – the process of assessment should be jointly developed and agreed between the assessor and the candidate;
- j) perform a referee check to confirm the authenticity of evidence;
- k) allow individuals to challenge assessments and provision will be made for reassessment in accordance with the Complaints and Appeals Policy.

4. National Recognition

LivCor will, when presented with qualifications or statements of attainment from other Registered Training Organisations, recognise the competencies achieved, and ensure these are accepted as part of the clients' pathway to further qualification.

5. RPL Fees

The LivCor fees for RPL will vary according to the competencies applied for and will reflect the costs of assessment without training delivery.

No Certificates or Statements of Attainment will be issued until all fees are paid.