

## **RECOGNITION OF PRIOR LEARNING POLICY**

### **1. Scope**

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.

### **2. Purpose**

To provide enquirers the opportunity to have recognised their prior learning within the College of Event Management scope of registration, subject to the fees and charges outlined in this policy.

### **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 and 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**

Students must approach the Course Manager to receive guidance on how to apply for RPL.

Only accredited assessors will conduct RPL assessments on behalf of College of Event Management 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 RPL assessment process is as follows:

1. The student and assessor will meet to discuss and agree on ways to gather evidence.
2. The student submits evidence to the assessor as per agreed timelines
3. The assessor reviews evidence and an interview is conducted
4. The assessor takes into account factors of blended delivery and accelerated programming
5. An assessment decision is made and feedback about the outcome provided to the student.

The RPL assessment process will:

- a) Cover the broad range of skills and knowledge needed to demonstrate competency in a specified Unit of Competency
- b) Cover both on and off the job components of training
- c) Provide for the recognition of competencies no matter how, where or when they have been acquired
- d) Be accessible to individuals so that they can proceed readily from one competency standard to another
- e) Be equitable to all groups and individuals
- f) Ensure that criteria for judging performance will be made clear to all individuals seeking assessment

- g) Perform a referee check to confirm the authenticity of evidence
- h) Allow individuals to challenge assessments and provision will be made for reassessment in accordance with the Assessment Appeals Policy.

#### **4. National Recognition**

College of Event Management will when presented with qualifications and/or statements of attainment of qualifications or part thereof completed at other Registered Training Organisations (RTO) recognise that these are part of the Australian Qualification Framework and will ensure these form part of the students' pathway to the qualification within the SNR guidelines.

#### **5. RPL and the VET FEE-HELP/ VET Student Loans Assistance Schemes**

College of Event Management will comply with the regulations governing FEE-HELP and RPL.

For the purposes of VET FEE-HELP/VET Student Loans, RPL is defined as the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a VET unit of study. The granting of status or credit by an institution or training organisation to students for existing qualifications or units of competency completed or previously formally recognised at the same or another institution or training organisation does not constitute RPL under the VET FEE-HELP.VET Student Loans schemes.

#### **6. RPL Fees**

College of Event Management fees for RPL are determined on the basis of each application.

All RPL enquiries should be directed to [studentservices@coem.edu.au](mailto:studentservices@coem.edu.au)