

# Recognition of Prior Learning and National Recognition Procedure

## **1. Purpose**

To ensure that Global Academy Australia applies RPL and National Recognition as required.

## **2. Background**

RPL and National Recognition can only be applied to entire units of competency, not to parts of units.

It is possible that candidates will apply for RPL for single units of competency. The RPL process used by Global Academy Australia has been designed to determine whether candidates have sufficient experience and knowledge to satisfactorily demonstrate competence against the Nationally Recognised Unit of Competency.

Candidates wishing to apply for RPL must complete the appropriate RPL instrument for the unit of competency they seek recognition for. Where a student is unable to provide sufficient evidence in line with the rules of evidence detailed in the SRT0 2015 they shall not be awarded recognition for that Unit of Competency.

## **3. National recognition**

Administration staff will confirm that the candidate has completed the same unit of competency at another RTO by checking the original qualification/statement of attainment or a certified copy. Copies of these qualifications/statements of attainment will be kept on the student's file. The outcome of National Recognition will be provided to the Managing Director for approval and then entered on to the RTO's database record for the student as 'Competent' for the relevant units.

## **4. Cost of RPL**

The cost of RPL is the same cost as for a regular train and assess pathway.

## **5. RPL Process**

Only a qualified assessor who also holds the units of competency (or equivalent) against which the candidate is being assessed is able to assess RPL applications.

Information about RPL is included in the information provided to students before enrolment.

The RPL process has three stages:

### **Stage 1**

The candidate completes the unit-specific RPL application form and returns it to Global Academy Australia.

If the candidate needs help to complete the form, he/she makes an appointment with the assessor, through Reception.



Upon receipt of the application Global Academy Australia will contact the candidate to make an assessment appointment.

### **Stage 2**

Global Academy Australia will assign the candidate an assessor who will contact the candidate to discuss the application. If the assessor is satisfied that the candidate has sufficient evidence of current skills and experience the assessor will notify the student and GAA administration.

If the assessor is not satisfied that the candidate has sufficient current skills and experience the candidate will be given the opportunity to provide further evidence. If the candidate cannot provide further evidence he/she will be booked into a training course at Global Academy Australia and/or advised that he/she is required to complete a training course in order to be awarded a Unit of Competency.

### **Stage 3**

Written confirmation will be forwarded to the candidate along with a Statement of Attainment once all the requirements of the unit of competency have been met.

#### **6. Note**

This procedure will be reviewed for effectiveness at the end of each financial year by the MD and Administration Staff.

#### **7. Who is responsible**

Trainers and Assessors, External Auditor, Managing Director and all Administration Staff