

# Recognition of Prior Learning Procedure

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Step	Action	Responsibility
		Marketing – Student Handbook CIT website
2	Advise students of the availability of RPL, through the application and enrolment process and during Information/Enrolment sessions.	Education/Enrolment Officers College Administrative staff
3	Prepare RPL unit assessment tools for qualifications using the CIT templates and process. <i>Note: The RPL unit assessment tools may already be written or can be compiled as needed.</i>	Educators

### 3.2 RPL Application

Applications for RPL may be made by:

- lodging a Recognition of Prior Learning Expression of Interest form
- contacting CIT Student Services
- attending a course specific information or enrolment session.

Step	Action	Responsibility
1	<p><b>A. Application for entry to and enrolment in a course</b> Where the applicant expresses an intention to apply for RPL, at application or enrolment, this is communicated to the teaching team and the nominated RPL assessor.</p> <p><b>B. At Induction or after coursework has commenced</b> Refer the applicant/student to the nominated RPL Assessor.</p> <p><b>C. If the inquiry for RPL is as a result of a direct enquiry (e.g. from industry, member of the public or using a Skills Recognition Request for RPL form)</b> Identify the relevant teaching team and communicate the interest to the relevant Head of Department or RPL Assessor (if known).</p>	<p>Student Services</p> <p>Educators</p> <p>Student Services College Administrators</p>
2	<p>Contact RPL candidate and conduct an initial discussion either by phone or in person (one hour maximum). The discussion, led by the RPL Assessor will include the following:</p> <ul style="list-style-type: none"> <li>• the candidate's experience and skills relevant to the qualification</li> <li>• the RPL process</li> </ul>	RPL Assessor

Step	Action	Responsibility
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- information and guidance about the evidence required
- the selection of appropriate units of competency based on the applicant's skills and knowledge

Step	Action	Responsibility
	Authenticate any third-	



- [Skills Recognition Request for RPL form](#)
- Interview Assessment Cover Sheet & Template
- Observation Practical Assessment Cover Sheet & Template
- Portfolio Assessment Cover Sheet & Template
- Third Party Evidence Report Template
- Written Assessment Cover Sheet and Template
- <https://www.aqf.edu.au/sites/aqf/files/rpl-explanation.pdf>
- Skills Recognition RPL Flowchart

## 5. Definitions

All terminology used in this policy is consistent with definitions in the CIT Definition of Terms. Specific terms referred to in this procedure are:

Formal learning	Learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
Informal learning	Learning that results through experience of work-