

The logo for CITC (Construction Industry Training Centre) features the letters 'CITC' in a bold, orange, sans-serif font.

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CITC 5.1 - Recognition of Prior Learning Policy

Policy and forms for the recognition of prior learning

CITC 5.1 Recognition of Prior Learning July 2020

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Statement

Recognition of prior learning (RPL) is an assessment process that involves assessment of the individuals relevant prior learning to determine the credit outcomes of an individual application for credit. The endorsed components of a training package must:

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- Recognise convergence and connectivity of skills,
- Support movement of skills within and across organisations and sectors;
- Promote national and international portability; and
- Reflect licensing and regulatory requirements.

Rules of evidence: these are closely related to the principles of assessment and provide guidance on the collection of evidence to ensure that it is valid, current, sufficient and authentic.

Purpose

The purpose of the Policy and Procedure is to provide:

1. A framework for the provision of recognition services in the Construction Industry Training Centre (CITC);
2. A recognition service which is consistent with the Standards for RTOs 2015;
3. An equitable means of recognising skills, knowledge and/or competencies; and
4. A quality process which is subject to ongoing review and improvement.

Scope

1. This policy applies to individuals enrolled in CITC courses seeking Recognition of Prior Learning (RPL).
2. RPL must be applied for before the enrolment process. RPL requests submitted mid course are considered at CITC discretion.

Definitions

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) is the acknowledgement and assessment of current skills and knowledge, which students may have acquired through previous training, work or life experience, which may be used to grant status or credit in a unit.

Recognition of Current Competency (RCC)

Recognition of Current Competency (RCC) is the assessment of a student's skills. It applies if a student has previously successfully completed the requirements for a unit of competency or a module and it is now required to be reassessed to ensure competence is being maintained.

Credit Transfer (CT)

Credit Transfer (CT) gives you credit for learning outcomes you have already achieved and may reduce the time required to complete a qualification.

Unit of Competence

A Unit of Competence defines the skills and knowledge and the application of those skills and knowledge to the standards of performance required in the workplace. Each unit contains elements, performance criteria, a range of variables and an evidence guide.

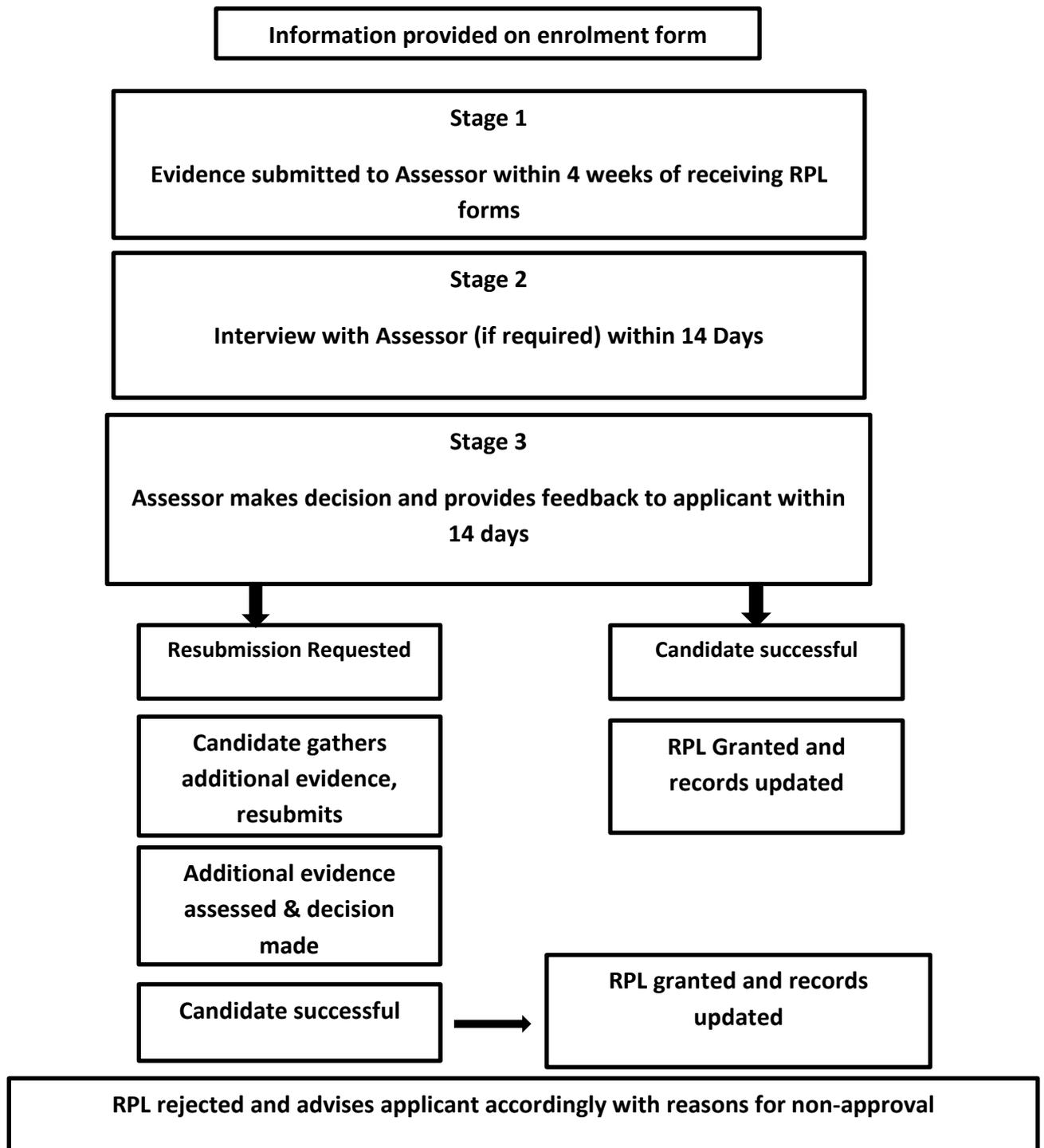
Portfolio

A portfolio is a collection of evidence which demonstrates a person's skills and knowledge against a Unit/s of Competence and can include: -

- Testimonials
- Resume
- Third Party Reports
- Job Description
- Meeting Minutes
- Project specific documentation
- Copies of certification

Overview of the process

The RPL process is managed by the Student Support Team and involves the following stages:



Responsibilities

This section outlines the responsibilities of those involved in the recognition process

The RPL Support Team is responsible for:

- Assessing the application for recognition;
- Interviewing the candidate (if required);
- Making a decision on the recognition to be granted;
- Ensuring that the principles of equity and access are administered; and
- Notifying the candidate in writing of their decision within a week of the interview.

The Assessor is responsible for:

- Providing advice to candidates on their applications;
- Providing feedback to candidates on the construction of a portfolio;
- Advising on acceptable evidence; and
- Completing Assessor Comment Sheet.

The Applicant is responsible for:

- Submitting the application;
- Contacting the Assessor if required to discuss their application;
- Paying the RPL fees (where applicable); and
- Compiling the portfolio and gathering supporting evidence.

Fees

The cost for RPL per unit of competency is \$200. Fees are subject to increase.

The application fee covers all stages of the recognition process including administrative costs and issuance of Statement of Attainment or Qualification if awarded. **This fee is non-refundable.**

Submission of Evidence

It is important that all the relevant evidence is included in the portfolio in the correct sequence. Copies of certificates which have been certified by a Justice of the Peace, not originals, should be provided.

Prior to submission it is recommended that your manager/supervisor or appropriate work colleague review the portfolio, application form and attachments and give their feedback.

Applicants should finalise their application and submit it to the CITC.

Please ensure you make a copy of their portfolio before submitting it as the portfolio will not be returned.

Assessment

The CITC may elect to have an independent assessor conduct the RPL.

The panel members will include:

- An individual with assessment expertise
- An individual with subject matter expertise.

In cases where the candidate is seeking recognition for a full qualification it is recommended that the panel include a relevant third representative.

The application may be reviewed by the CITC assessment panel. Panel assessments will be scheduled in a timely manner to ensure that the progress of applicants is not affected.

In some cases the panel may also contact the applicant to arrange an interview. The applicant may be requested to bring more documentation to the interview.

The panel will make one of four decisions:

- Accept the application and grant recognition at the level applied for
- Request further information because the panel was unable to make a decision on the evidence provided
- Organise an additional assessment event such as a challenge test
- Decline the application and recommend that the candidate undertake further training to achieve the qualification or unit of competency.

The applicant will be notified of the panel's decision within 1 (one) week of the interview.

Appeal (if required)

Unsuccessful applicants may appeal to the CITC should the applicant be unhappy with the process by which the decision was reached. The applicant has two weeks to appeal following formal notification of the decision by the Assessment Panel.

Appeals will be submitted to the Operations Manager in writing. The appeal process will be finalised within two weeks of the appeal being lodged. The outcome will be notified in writing.

Recognition of Prior Learning Form

Section A: Applicant Information (applicant to complete)

Please complete all details and attach a copy to your portfolio of evidence.

Name: _____

Contact Address: _____

Postcode: _____

Phone: _____

Email: _____

List the Unit(s) for which you are applying to have your current skills recognised.

Unit Code(s) Unit Title(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Declaration

I declare that the information that I have supplied is complete and correct in every particular and is my work. Where it is partly the work of others I have indicated in full their involvement. I give permission for the assessor to contact my referees and understand that checks may be done on any evidence I have provided.

Signature

Date

Section B: Assessment (assessor to complete)

Assessor's Name: _____

Date received: _____

Feedback Comments (attach additional pages if required):

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.....
.....

RECOMMENDATION:

(please circle)

Competent

Not yet competent

Further information required

Assessor's Signature

Date

For office use only:

Fee paid:

Result entered on system:

Credit Transfer issued:

Qualification/ Statement of Attainment issued: