

APPENDIX D – RPL - Detailed process

| Who | What | Comment | Timeline |
|---------------------------------------|--|---|---|
| Applicant | Submit Skills and Learning Recognition Application Form | | |
| Student Hub | Record receipt of application/open file Notify relevant teaching department administrator | | Within 2 business days |
| Teaching Dept Administrator | Record receipt of application Notify Program Leader (PL) or delegate Monitor application through process timelines Notify PL if any issues arise | | Within 2 business days |
| Program Leader/delegate | Prepare for Initial Conversation | Pre-populate RPL Initial Conversation Form | Prior to meeting |
| Teaching Dept Administrator | Contact applicant to set up RPL Initial Conversation with PL or their delegate Provide RPL Initial Conversation Form | Advise applicant to bring resume to RPL Initial Conversation | Within 5 business days of referral from Student Hub |
| Program Leader/delegate and Applicant | RPL Initial Conversation (IC) | Complete RPL Initial Conversation Form /record IC if conducted in Auslan Reinforce need to confirm intention to proceed | At time mutually agreeable to applicant and PL/delegate |
| Applicant | Confirm intention to proceed with teaching department Enrol if not already done so | | Within 10 business days of RPL Initial Conversation |
| Teaching Department Administrator | Respond to applicant in writing: <ul style="list-style-type: none"> - If proceeding, provide: <ul style="list-style-type: none"> o key contact information o advice on enrolment o access to RPL Candidate Kit Pt 1 - If not proceeding or no response received from applicant <ul style="list-style-type: none"> o note that RPL application is now closed o advise applicant of next steps given their enrolment status o note any key dates to avoid fee penalties Notify PL | Provide a copy or link to RPL Candidate Kit Part 1: General Evidence Guide If enrolment provides access to a Moodle RPL shell, the Candidate Kit can be provided there | Within 12 business days of RPL Initial Conversation |

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| Program Leader | Confirm student enrolled Assign appropriately qualified and competent assessor/s | May require more than one assessor depending on units identified | Within 5 business days confirmation |
| Assessor | Review Initial Conversation Record Contact applicant if not already done so | To: - better understand applicant - develop working relationship | As soon as notified |
| Assessor | Review/develop: - RPL Candidate Kit Parts 2 and 3 - RPL Assessor Kit Part 1: Assessor Guide Part 2: Unit Assessment Record | Can work with guidance of Curriculum Unit exemplars and/or colleagues if suitable tools do not already exist. | As soon as notified |
| Assessor | Provide applicant with: - RPL Candidate Kit Parts 2 and 3 | Ensure adequate time to complete, be assessed and resubmit if necessary, within timelines | As soon as possible |
| Assessor | Contact applicant to discuss assessment arrangements | Must be valid, fair, flexible and reliable | As soon as possible |
| Applicant | Provide Unit Evidence Submission Coversheet and accompanying evidence for each unit within required timelines | Must be before unit end date | As per agreed timelines |
| Assessor | Review submitted evidence Complete Assessor Only section of Unit Evidence Coversheet Commence entering information into Unit Assessment Record Prepare for Competency Conversation | Identify: - Areas covered adequately - Gaps and potential strategies for addressing them - Evidence requiring authentication - Evidence where authentication is an issue | |
| Assessor and applicant | Attend Competency Conversation/s | Review evidence and its authenticity Applicant may be asked to: - provide more evidence - agree to be observed undertaking tasks - provide information to support authenticity - provide Third Party verification - undertake assessment tasks | |

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| Applicant | Provide additional information Undertake gap assessment tasks (if required) Undertake gap training and assessment | If gap training required, process continues but result code will relate to 'training and assessment', not 'RPL' | As agreed |
| Assessor | Complete authentication Continue entering information into Unit Assessment Record Finalise assessment Complete RPL Feedback Summary Sheet | Ensure evidence is valid, sufficient, current and authentic. Conduct assessment that is valid, fair, flexible and reliable | Within 10 business days of receiving all required evidence |
| Assessor | Provide applicant with written outcome, including RPL Feedback Summary Sheet Record result in student management system Notify the Teaching Department Administrator of outcome and provide them with all completed documents as per Department Guidelines | Result codes: EX: Recognition of Prior Learning Exemption (if assessed fully through RPL) SC: Competency obtained through a combination of RPL and gap training and assessment EXN: Recognition of Prior Learning Exemption Not Granted CNA: Competency not obtained through a combination of RPL and gap training and assessment | Within 5 business days of completing assessment |
| Teaching Department Administrator | Notify outcome to Student Hub and International Office (if international student) If the applicant has other Skills and Learning Recognition Application results still outstanding, continue to monitor. Confirm applicant has been provided written outcome in writing. If not, ensure the assessor or PL provides this. If all matters complete, close local file | | Within 2 business days of completion |

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| | Maintain records as per Records Management Policy | | |
| International Office | Create adjusted COE or adjust PRISMS for international student if CT affects course length | | |
| Student Hub | If all matters complete, close file If additional Skills and Learning Recognition matters still outstanding, continue monitoring | | On receipt |