

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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Who	What	Comment	Timeline
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	<p>If all matters complete, close file</p> <p>If additional Skills and Learning Recognition matters still outstanding, continue monitoring</p>		On receipt