

Recognition of Prior Learning Policy

Purpose

The purpose of this policy is to detail Greenwich College Pty Ltd.'s policy toward granting recognition of prior learning.

Scope

This policy applies to all current and prospective students and to the staff involved in processing the application made by a student/learner in seeking recognition for prior learning in a vocational education and training program offered by Greenwich College Pty Ltd.

Policy

Greenwich College Pty Ltd will recognise prior learning (formal and non-formal), qualifications and workplace experience of students/learners. Then apply them to the competency being delivered with the aim of reducing the training time and the duplication of training/assessments needed.

Greenwich's approach to the granting of competency as a direct outcome of the recognition of prior learning does not unfairly advantage or disadvantage any existing or prospective student. Students are not required to repeat learning activities, regardless of how or where the learning was acquired, providing that the learning is current and relevant to the competencies within a unit of study applicable to the qualification in which they are or seek to be enrolled.

Greenwich College Pty Ltd is committed to maximizing the credit that students can gain for learning already undertaken.

Prospective students will be made aware of the RPL and recognition policy and process prior to enrolment into the program via the marketing material – print and online – and via the student application form.

All applications must be made using the relevant application form. Written evidence must be provided to support any such claim for it to be considered. Applications for RPL will be considered on a case-by-case basis and in a timely manner to ensure that all candidates are able to make well-informed choices about study options, pathways and alternatives by taking into account the credit they can expect.

The granting of such competency must be consistent with the assessment requirements for the unit of study.

Students of Greenwich College Pty Ltd must have recourse to a robust and well-organised system of application/appeal in the event that they wish to have recognition of prior learning recognised and receive recognition towards a course they are studying at Greenwich College Pty Ltd. The procedural framework (described in detail in the Recognition of Prior Learning Procedure) ensures that a consistent, valid, fair, reliable, flexible and efficient method of seeking recognition of prior learning is available to students regardless of how or where the knowledge and skills have been gained.

Greenwich reserves the right not to recognise part or all of any previous experience if the assessor believes that the competencies or knowledge demonstrated and recorded fall significantly short of the industry standard as stated within the relevant National Training Package or accredited course. In such a case, the candidate will be required to complete further training in the unit.

RPL is an assessment only process and as such the assessment fee does not include supplementary resources. In the case of Credit Transfer students should refer to Greenwich College's Credit Transfer Policy.

In all cases, records will be kept of applications, evidence and outcomes and retain the written record of acceptance for a minimum of 25 years. This will include records of communications with students and all details regarding any appeals made.

References

Credit Transfer Policy – Policy No. 25

Version Control Number	Date	Next Review Date
v1.0	3 rd November 2015	3 rd November 2016
v1.1	14 th April 2016	14 th April 2017
v1.2	1 st January 2018	1 st January 2019
v1.3	16 th April 2021	16 th April 2022
v1.4	5 th April 2023	5 th April 2024