

RECOGNITION OF PRIOR LEARNING POLICY

Recognition of prior learning is the process that recognises a student's current skills and experience regardless of where and when the learning occurred. Even if a student never formally studied or trained in a particular area, they may have gained knowledge and skills through education, training, work and life experience. This could lead to their existing knowledge and skills being formally recognized and credited towards a qualification.

Usually, students will have developed and demonstrated skills and knowledge through a combination of work, learning and life experiences. Anyone wishing to undertake an entire qualification or an individual unit of competency can apply for RPL.

RPL Process at GTPS:

The following steps need to be followed to get a Recognition of Prior Learning:

Step one: Use GTPS RPL application form:

This form allows students to declare intention to go through a formal RPL process with GTPS. It helps students decide the learning, work experience and training required for recognition but does not give specifics.

Step two: Use GTPS Student RPL Self-Assessment Tool

This RPL tool has various sections (A, B, C, and D)

- ✓ Section A guides you step by step through all individual units of the qualification(s) you wish to enrol in. It provides an opportunity to ask yourself whether you even need to consider RPL at all. You answer Yes or No to broadly stated questions.
- ✓ Section B asks you to list the units that you have replied yes to in Section A i.e. all the units you need RPL in.
- ✓ Section C takes you through a detailed questioning task which helps you start gathering your evidence in the units you want RPL in.
- ✓ Section D is more detailed and asks for more detailed evidence through a series of interview questions, assessment checklists and asks you to provide case study evidences.
- ✓ Section E asks you to provide hard or soft copies of the evidence that you have provided in A, B, C & D.

During this RPL process you need to think about how you will demonstrate your skills and knowledge.

Think about:

- ✓ Your performance in paid and unpaid work experience.
- ✓ Results from formal or informal training and education.

Your evidence could include:

- ✓ Type of work performed
- ✓ Any responsibilities held in the past
- ✓ Any courses attended during work history and copies of certificates received.
- ✓ Materials covered during these trainings and samples of the materials
- ✓ Letters from previous employers
- ✓ Technical referees and
- ✓ Any other information that may be relevant to proving your competency.

Step three: Submit your RPL application form to a GTPS trainer to schedule for an RPL appointment.

Step four: Carry all relevant evidence to your RPL appointment. Make your best efforts to ensure that the evidence carried to your appointment session is sufficient to prove current skills and experience in the qualification being pursued.

Confidentiality in the RPL Process

Please note that confidentiality is an extremely important part of the RPL process. It is important that sensitive information is not disclosed. You should:

- ✓ Obtain authorisation to use evidence.
- ✓ Remove sensitive names and figures if necessary.
- ✓ Mark documents as confidential and not to be photocopied.

If there is confidential information that cannot be included, note this in your application and your course co-coordinator will look at it only if necessary.

Assessing RPL

GTPS Operations Manager or designate will guide & assist students in identifying whether they have provided the necessary evidence for your RPL recognition as well as carry out assessment.

Applicants who are unsuccessful in their RPL process have a right to formally appeal any RPL assessment outcome. Please see our complaints and appeals policy