

## ARC Training Recognition of Prior Learning Policy

### Purpose

The purpose of this Recognition Policy is to acknowledge and formally recognize an individual's prior learning, including lived experience, work experience, and current competencies. This policy ensures that skills and knowledge gained outside formal education are fairly assessed and credited, providing equitable access to qualifications and reducing duplication of learning. It supports learners by valuing their existing capabilities and facilitating more efficient pathways to employment and further education.

### Scope

This policy applies to all ARC Training employees, Trainers and Assessors including Contractors and Third Party (LJM) employers and all students.

### Definitions

The Recognition of Prior Learning means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

ARC Training acknowledges that recognition processes include Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) and Skills Recognition. These terms refer to the process of evaluating the students' current level of skill against the requirements of the Training Package and recognition of competencies currently held.

### Aim

To ensure that recognition processes meet the conditions of clause 1.6 of the *Standards for NVR for Registered Training Organisations 2025* and the NSW Recognition Framework. RPL is offered to all students at the enrolment stage. ARC Training has developed a process that reflects the six stages of the Recognition Framework.

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## **Recognition of Prior Learning (RPL) Procedure:**

### **1. Initiate RPL application discussion during enrolment**

ARC Training will offer RPL during the enrolment process. Each request for RPL will be treated individually and take into consideration the workplace, the industry, the level of qualification and the individual students work history and experience. Information gathered will allow the development of a customised Recognition Plan.

ARC Training will provide the prospective candidate during the inquiry stage the following information or documentation:

- RPL Policy and brief overview
- RPL Application Form
- the expected cost of the RPL process (where applicable)
- Sample RPL Kit which contains information about the types of evidence that can be used to support an application
- Sample supporting documentation that supports the RPL application process-see Appendix #1

### **2. Candidate decides to go ahead with the RPL application**

- Candidate completes the RPL application form
- Pays the RPL application fee
- Provides supporting documentation for initial assessments

Enrolment team sends the application to Delivery or QAT team for assessments, at this stage if the delivery or QAT team makes a determination that

- The student is eligible- then the interview with relevant team and candidate will go ahead
- If the student is not eligible- no documentation to support- the delivery or Qat team will advise enrolment team that it will be a no at this stage until the candidate can provide documentation.
- Enrolment team will advise candidate of either result by phone call and notified of the action taken by enrolment office.

### **3. Delivery or QAT team initiate contact with the candidate to arrange for the initial interview. The interview will take a minimum of one hour, and it includes**

- a. Verification of supporting documentation
- b. Confirmation of candidate work or lived experience
- c. Identifying last study endeavours

- d. Discuss RPL process, expectations, responsibilities of candidate, ARC Training and if employers are involved in the process, discuss employers' responsibilities
- e. Delivery and/or QAT team document the interview in Student Management System (SMS).

At this point, delivery team or QAT team makes the determination of the candidate's eligibility and advise enrolment officer and administration team that the students application process is to go ahead.

Enrolment Officer- no action required

Administration Officer- enrolls the students in SMS.

4. **Induction and creation of Action Plan-** Delivery Team (DT) create an action plan and send an invite to the candidate for the next course of action. Ideally, the duration is set at six months for the full qualification. For example,
  - a. Induction with DT team as well as discussion of the action plan, expectations, how to complete the RPL kit, recommendation on who is best to complete the third party report, etc.
  - b. DT will populate the action plan with unit of competency information for each month,
  - c. Each month will have an expected milestone, such as completed RPL kit
  - d. An CBD session will be allocated for each milestone, this is also used to check in with the candidate the completed RPL kit, checking the information provided against supporting documentations.
  - e. Monthly check-ins are conducted with the candidate to discuss their progress or lack thereof. *Note: Candidates who have not made any progress or completed a single RPL kit—despite regular check-ins and support provided by ARC Training—will receive a warning of potential RPL enrolment cancellation after three months from the commencement date.*
5. **Assessment of RPL kit** – ARC Training will allocate a qualified Assessor to support the candidate throughout the RPL process, including assessing the completed RPL kit and providing gap training if required. If the evidence provided in the RPL kit is deemed satisfactory, the candidate will be awarded competency for the relevant unit(s) of competency. This process will continue until all required units are completed for the full qualification.

The Assessor and the candidate will meet to discuss the evidence required, and if necessary, explain the requirements of the RPL kit and assessment instruments and processes. The student will be given a mutually agreed time to gather the evidence.

## 6. Assessment of the evidence

The Assessor reviews the submitted documentation against the requirements of the Training Package, the supporting documentation and candidates response to CBD session, including the work supervisor response to the TPR. If there are gaps in the candidates response, the candidate will be given ample or reasonable time ( 5 business days) to provide response or further evidence

## 7. Completion

Competency recognised: Statement of Attainments or Certification are issued, however if the candidate has not paid the relevant fees in full, ARC Training reserve the right to withhold the release of the certificate or statement of attainment.

8. **Continuous Improvement Survey**- Students will be invited to provide feedback regarding the Recognition Process as part of the Continuous Improvement Process.

## 9. Appeals Policy

If a student does not agree with a decision of Not Yet Competent for their Recognised Prior Learning, they have the right to appeal via the ARC Training Complaints and Appeals Policy and Procedure. The Complaints and Appeals form and Policy and Procedure is available on the ARC Training website at:

<http://www.arctraining.edu.au/>

Students are encouraged to complete the Complaints/Appeals form within seven (7) days of being advised of the decision. The matter will be investigated, and the Compliance Manager will make a final decision about the outcome of the appeal. Please refer to the Complaints and Appeal Policy for further information regarding an appeal.

## Customer Led RPL Program

The customer led program is one initiative that ARC Training has promoted to companies or organization who have more than 10 candidates that maybe eligible for RPL. The idea behind is for ARC Training, employer and the candidate to collaborate in the completion of RPL kit.

Responsibilities of each party:

ARC training will assist in the mapping of the organization documentations, other relevant evidence to each unit of competency. Identify potentials gap and provide recommendations.

Employers will provide relevant documentation such as

- Policy and procedures
- Job descriptions of employee
- Internal training, professional development
- Performance appraisal outcomes -if relevant to the RPL
- Allocate Work Supervisor who is in the position to provide relevant comments or feedback to the candidate RPL Third Party Report.

Candidate will complete the Competency questions, attend CBD discussion, organize for work supervisor to complete TPR. Attend regular check in with ARC Training, and commit to the expected progression.

Note: the above procedures is relevant and applicable to Customer led RPL Program.