

## Recognition of Prior Learning Policy & Procedures

### Purpose

**Recognition of Prior Learning (RPL)** - Recognition of Prior Learning (RPL) takes into account any previous formal training and work experience and assesses this against the elements of competency to determine if a student can receive competency toward a qualification. Students will be provided with the relevant information to receive Recognition of Prior Learning (RPL) during the initial enrolment period however, students can apply for RPL throughout the duration of the course.

### Policy

It is the policy of Health Industry Training that all students have the opportunity to access the Recognition of Prior Learning (RPL) process. Students are able to access the RPL process on enrolment or during the duration of undertaking their qualification.

### Personnel Effected

All Students of Health Industry Training

### Procedure

- Students to indicate on the enrolment form any units that they wish to RPL
- Student to provide supporting documentation and evidence.
- Evidence can include;
  - Resume
  - Position Description
  - Copies of prior qualifications
  - Portfolio of work (must be signed off by employer to verify work was developed by student)
  - Industry cards eg: working with Children suitability card
- Third party reports to be sent to current or former supervisor by Health Industry Training Staff for completion and return to Health Industry Training
- Direct questioning to be undertaken with student by their nominated trainer

### Publication

This Recognition of Prior Learning Policy and Procedure will be made available to students and potential students through publication on the website ([www.healthindustrytraining.org](http://www.healthindustrytraining.org)). This Recognition of Prior Learning Policy and Procedure was agreed to and ratified by the General Manager, Health Industry Training on 4<sup>th</sup> January 2013.

### Related Forms

- Third Party Reports
- Enrolment Form

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