Recognition of Prior Learning - RPL Policy and Procedure

Purpose

The purpose of this procedure is to ensure that all students enrolling with TOFS (CFT International) are aware of their options with regard to recognition of prior learning.

Relevant Standard

Standard 1.8, 1.12

Scope

This procedure applies to all persons enrolled with TOFS / CFT and all persons employed by or contracted to CFT for the provision of training and assessment services.

Responsible Parties

The Managing Director is responsible for the control and issue of this procedure.

Definitions

Recognition of prior learning involves the acknowledgment of currently help competencies, skills and knowledge acquired by a person through education, work or life experience which may be used to grant status or credit in a unit.

Policy

- Recognition of Prior Learning is offered to all students at the time of application. An RPL Kit is available to for each qualification that is on the scope of registration for the RTO on the national training register.
- Assessment instructions and the process outline is listed in the front of the RPL Kit.
- Applicants may have completed other courses, or have experience, which is equivalent to all of the learning outcomes in the Unit(s) of Competency and will want us to recognise that with an AQF qualification.
- RPL is granted for a unit of competency where the applicant has prior learning and workplace experience, and can demonstrate current competency.
- RPL assessment is optional and only undertaken when a student applies for it.
- Formal assessment is conducted by CFT assessors.
- RPL assessment costs are equivalent to the course costs.

CFT International Pty Ltd RTO 21120 ACN 089 626 504 e: support@cft.edu.au w: www.trainingonlinefs.edu.au Ph: 1300 665 633
P.O Box 2407 Ringwood North 3034

Procedure

- You must be enrolled into the desired training
- Contact the RTO by phone 1300 665 633 or email support@trainingonlinefs.edu.au - informing that you wish to undertake the RPL
- Receive your RPL Kit from the RTO
- Return the completed RPL Kit by registered post to -

PO Box 2407
Ringwood North VIC 3134

- Attend phone interview with CFT assessor
- Informed of assessment decision, if deemed competent Statement of Attainment issued. If Not Yet Competent you can undertake the training at no additional cost.

The critical steps are:

(a) Student is offered RPL routinely upon expressing an interest in enrolment
(b) Student must formally apply for consideration of existing skills/credit transfer
(c) The application must be acceptable and define those units for which credit is sought.
(d) The student submits the required completed forms and supporting evidence as prescribed in the RPL Kit Section 2.
(e) The assessor reviews the submitted evidence and may facilitate the assembly of information with the applicant.
(f) The assessor has a competency conversation with the applicant to establish what strengths the applicant has and determine what gap training may be required to enable the applicants application to proceed successfully. (g) The applicant may be required to undertake practical demonstration of the skills for which credit is sought if the competency conversation is unclear.
(h) `The practical assessment tasks are recorded on the observation and demonstration sheets that are found in the assessment tools of the college.
(i) `The evidence is assembled and evaluated by the assessor.
(j) `The outcome is documented and included in the student file, with a copy sent to the applicant.
(k) If the application is rejected then the reasons for the rejection must be documented along with the outcome. Any gap training proposed is to be listed and agreed.
(l) The final outcome is to be referred to the Administration Manager to provide for fees assessment and to ensure that the Summary of Assessment and the student management system is updated.

NSW Food Authority

Under the conditions of approval for compliance with NSW Food Authority, it is not permissible to offer RPL for the purposes of issuing a NSW Food Safety Supervisor Certificate.

All students are to be given this information prior to enrolment and information can be found in the student handbook.