

Recognition of Prior Learning (RPL) Policy & Procedure

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1 PURPOSE

- 1.1 The purpose of this policy is to ensure that Actors College of Theatre & Television (ACTT) offers recognition of prior learning to individual learners to comply with clause 1.12 of the Standards for Registered Training Organisations 2015.

2 SCOPE

- 2.1 This policy applies to all current and prospective students for VET courses at ACTT.

3 POLICY STATEMENT

- 3.1 ACTT ensures competency of applicants who hold the requisite skills and knowledge, as set out in the unit of competency using an assessment only pathway with an RPL Kit for each qualification.
- 3.2 The role of an Assessor in assessing student work is to objectively assess a student's evidence and performance against the prescribed set of standards. In order to do this effectively, the assessor will be skilled in, and have a sound knowledge of, the industry area they are assessing.

4 PROCEDURE

RPL PROCESS

- 4.1 The student completes an RPL application form and forwards this to Administration. The student will then be required to complete a skill assessment form.
- 4.2 ACTT will provide applicants advice on completing the student RPL application and skill assessment form.
- 4.3 A copy of the student RPL application form and skill assessment form and any supporting documentation is placed in the student file and a copy provided to the Assessor, who will contact the student and arrange an interview with the student to discuss their experience, RPL Process and the RPL Kit and evidence gathering. This is the collection of evidence for the assessor to base their decision on. In general terms, assessment tasks may require students to:
- Respond to oral questioning;
 - Provide written responses to questions, scenarios and case studies - students may be given a range of options about the method in which they wish to provide the responses;

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- c) Be observed using their skills, either in the workplace, in a simulated workplace environment or in the classroom where appropriate;
 - d) Gather a folio of evidence;
 - e) Prepare a presentation, essay, resource folder, research a topic and/or provide a report
- 4.4 The assessor will conduct the RPL assessment using the RPL Kit, which includes a competency conversation and gathering of evidence by the student. The competency conversation will derive from the unit assessment tool. The evidence is then assessed to determine whether an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed unit of competency. The evidence collected must meet the rules of evidence:
- Validity-the evidence presented is directly related to the unit(s) of competency being assessed and reflects real workplace tasks
 - Sufficiency-the quality and quantity of evidence presented reflects that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly
 - Currency-the evidence presented is from either the present or the very recent past, and
 - Authenticity-the evidence presented for assessment is the learner's own work.
- 4.5 For each unit that the student has applied for RPL, the student is to provide evidence and record this evidence on the unit descriptor. The Assessor will then assess the evidence and identify if there are any gaps. Where gaps are identified the Trainer will advise the student and the student will be provided with ACTT's assessment tool and will be required to complete tasks in order to meet the requirements. Upon successful completion the Assessor will record the results on the RPL ASSESSMENT (Trainer) Form after assessing the evidence provided by the student and provide the student with the assessment outcome and which will then be recorded on the Student Management System. Where additional information is required the Assessor will advise the student to achieve a successful outcome.

VALIDATION of RPL KIT

- 4.6 The RPL kit is validated at the time of transitioning from the old training package to the new.
- 4.7 The transitioned training package is validated using the same materials as the validation of assessment tools usually immediately before use.

5 DEFINITIONS

- 5.1 Recognition of Prior Learning (RPL) 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.
- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
 - b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
 - c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

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6 FEEDBACK

6.1 Institute staff and students may provide feedback about this document by emailing compliance@act.edu.au

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager