

ABS Policy Document

200. Students & Courses
240. Assessing

242 Recognition of Prior Learning (RPL)

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1. Policy Statement

ABS recognizes relevant AQF qualifications and statements of attainment issued by other Registered Training Organizations. Applicants will be granted RPL for any units of competency in ABS courses which have been completed at another RTO and documented on a qualification or statement of attainment.

ABS recognises that students bring to their learning a wide variety of experiences. All students are advised of the availability of RPL through pre-course information flyers, the Student Handbook (accessible from the website), and the induction program. In addition, agents and marketing personnel are required to tell all prospective applicants about their right to access RPL. The Application Form asks applicants if they would like to apply for RPL.

ABS further informs all prospective students that:

- If they are granted RPL, the length of the course will be shortened and DIBP notified. The effect of this is that the duration of their student visa will be shortened;
- They are still required to attend 20 hours a week.

The procedure and evidence requirements are explained to any student who requests RPL. This is usually done by the DoS in person on appointment or by email or over the telephone. An *RPL Application Form*, which gives further information about evidence requirements, is also provided to the student. In the same way, applicants are supported through the evidence-gathering process, and every effort is made to minimise the time and cost to applicants during the evidence-gathering phase of the application.

If a student on a student visa is granted RPL and the length of the course or visa is shortened, they are still required to attend full-time and abide by the *ABS Attendance Policy*. If this means that they finish the course early they must either enrol in another CRICOS-registered course or leave

Australia in accordance with their visa conditions. If the RPL is granted **before** the visa is granted, the College will record the net course duration as reduced by RPL. If the RPL is granted **after** the visa grant, the College will report the course duration change to DIAC via the PRISMS system.

2. Purpose

The purpose of this policy is to explain how the Australian Business School receives, assesses and processes applications for RPL from prospective and current students..

3. Scope

This policy applies to all applications by students or prospective students for recognition of their existing qualifications and skills for the purpose of exemption from any units of competency on the Australian Business School's scope of registration. It applies to qualifications obtained either in Australia or overseas, and to skills gained through work experience as well as through formal study.

4. Definitions

ABS	Australian Business School
eBECAS	ABS's Student Management System
DoS	Director of Studies
COE	Confirmation of Enrolment
RPL	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.

- **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)
- **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
- **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).

5. Procedures

- a. Student/potential student offered the opportunity to consider RPL.
- b. Student/potential student applies for RPL using the *RPL Application Form* and providing supporting evidence
- c. Applicant provides evidence of competence (e.g. relevant qualifications, or work references, pay slips and job description detailing and verifying relevant industry experience, certified as a true copy by a Justice of the Peace or equivalent overseas and translated into English if necessary) to the DoS.
- d. Assessment is carried out by the DoS or other designated person qualified to assess the particular units. If further evidence of competence is required, the DoS arranges skills test or other additional assessment.
- e. Applicant is notified of the outcome in writing within ten working days of receipt of evidence.
- f. CoE is amended on PRISMS.
- g. Documentation of RPL application and results is placed on eBECAS and in the student's file.

6. Responsibilities


6.1 DoS VET

- Assess applications for RPL.

6.2 Admissions / Marketing

- Recording variations to the duration of a student's enrolment on PRISMS as a result of the granting of RPL.

7. Documentation

7.1 RPL Application Form - available at  [Network](#) ▶ [TABS-SERVER](#) ▶ [abs 2013](#) ▶ [2015 ABS Policies](#)

8. Flowchart

MARKETING / ADMIN

STUDENT

DIRECTOR OF STUDIES

