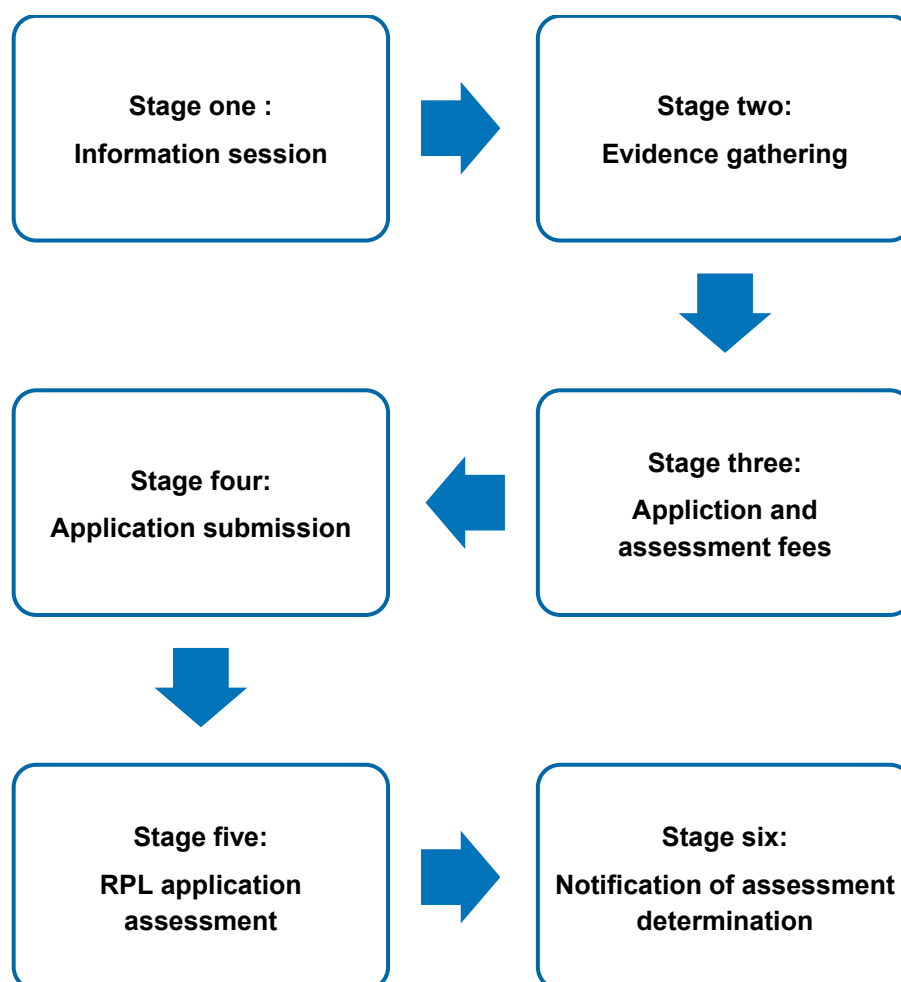


RPL Application and Assessment Information Sheet

LET Training is committed to recognising all students' skills, knowledge, and competencies regardless of where and how these skills have been acquired. LET Training will, therefore, ensure that an individual's prior learning and/or current competencies achieved through formal (credentialed), non-formal or informal (non-credentialed) learning and/or training, work experience or other life experience is appropriately and duly recognised in the form of credits or exemptions from units or modules within a course or program of study.

Processes and Procedures

LET Training will adopt and deploy a six (6) step process to ensure that all students have fair and equal access to being granted recognition of prior learning or current competency. LET Training will afford this opportunity to **enrolled students on a fee for service basis**.



1. Information Session

Prospective students who are considering studying with LET Training and seeking information about RPL application and assessment before enrolment are encouraged to send the request to LET Training course advisors at enquire@lettraining.com.au. An information session will be arranged with the nominated trainer to discuss potential RPL opportunities.

All enrolled students who wish to apply for Recognition of Prior Learning (RPL) will be supported and facilitated through the process by the nominated assessor. All prospective RPL applicants must arrange an Information Session with the assessor.

The applicant must enrol in the respective course with LET Training to be eligible to apply for RPL assessment/s. LET Training will provide complete copies of templates for all specific Units of Competency for which RPL is sought.

2. Evidence Gathering

The enrolled student must fully document a claim for RPL. This involves carefully and meticulously selecting and organising a portfolio of evidence. The applicant needs to complete and submit in a single volume:

- i. **RPL Application Form:** duly completed and signed
- ii. Unit of Competency RPL Documentary Evidence (as applicable to the application)
- iii. **Supporting Evidence:** Types of evidence that are appropriate and relevant to the RPL application.

3. Application and assessment fees

Where student/s decide to apply for recognition of prior learning within the enrolled term, the following services fees will apply (**note this fee is in addition to the paid course fees**).

RPL Application and Assessment fee		
Consultation session	Discuss the RPL opportunities with the assessor	no charge
RPL Application	\$220	Once only
RPL Assessment	First unit submitted for RPL assessment	\$0
	From the second unit onwards	\$70/unit (Certificate III or IV units) \$85/unit (Diploma or Advanced Diploma units)
Fees will be charged upfront and non-refundable.		

RPL Applicants are encouraged to conduct self-assessment and ensure they have access to relevant information and able gather required evidence to support the application.

RPL Applicants are highly recommended to arrange further Information Sessions for support from the nominated assessor/s throughout the evidence gathering process to ensure a complete and quality submission.

4. Application Submission

Once the portfolio of evidence is assembled and reviewed, the applicant must submit it under cover of a completed and signed **RPL Application Form**. The applicant must sign the declaration on this form, confirming the authenticity of the work, materials and evidence submitted to LET Training.

All finalised RPL Applications should be submitted to the nominated Assessor in electronic format via LET Training's learning management system (LMS) or email. Prior to submission, it is the responsibility of the applicant to ensure that:

- 1) It is clear which Units of Competency that RPL is being sought for
- 2) It is clear which evidence relates to which Unit (including Elements of Competency and Performance Criteria, as applicable)
- 3) The application and portfolio are clear, accurate and fully completed
- 4) Evidence is arranged systematically.

If sufficient evidence has not been provided, the applicant will be advised of further requirements.

5. Application Assessment

The Assessor will determine, through a thorough and systematic review of the evidence, whether the applicant has demonstrated achievement of the competency. The assessor will review the application in full, evaluating it against the respective elements and performance criteria of the relevant Unit(s) of Competency.

The applicant may be required to participate in a consultation session(s) with the Assessor to talk through and verify the materials submitted and further clarify the evidence provided. The Assessor will directly communicate with the applicant and arrange and conduct such a session at a mutually agreed time(s).

In the event of there being insufficient evidence to make a judgment of competency, the applicant may be asked to submit further evidence, to undertake nominated assessment tasks, and/or demonstrate skills in the workplace or a simulated situation. The assessor(s) may wish to communicate with the applicant's manager or supervisor to validate competency.

Assessors will at all times assess the evidence supporting an RPL application in line with the standards of LET Training Assessment Policy, ensuring the assessment decision is made based on the application of the rules of evidence and principles of assessment.

In making an assessment decision, the Assessor will ensure that it:

- 1) Is evidence-based, equitable and transparent.
- 2) Recognises learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification.
- 3) Is academically defensible and takes into account the student's ability to successfully meet the learning outcomes of the qualification.
- 4) Is decided in a timely way so that the student's access to qualifications is not unnecessarily inhibited.
- 5) Allows for credit outcomes to be used to meet prerequisites or other specified requirements for entry into a program of study leading to a qualification or for the partial fulfilment of the requirements of a qualification.
- 6) Is formally documented, including any reasons for not giving credit or recognition.

RPL assessment processes and decisions will be moderated in line with the provisions of LET Training Assessment policy.

6. Notification of Assessment Determination

RPL Applicants will be notified in writing of the outcome of his/her application. LET Training will retain copies of all materials at all times on the student's file; the materials will be available for such future reference as is necessary.

All RPL applicants have the right to appeal the decision in respect of an RPL application in line with the procedures detailed in LET Training Complaints and Appeals Policy. Unsuccessful applicants will be advised of his/her rights to access this avenue of appeal at the time of notification of the determination.

Where an RPL application is deemed unsuccessful or not satisfactory to the respective unit/s of competency, **the application and assessment fee/s are non-refundable** as such requested service is provided and completed.

Credit Transfer Application Processes

LET Training will recognise the Australian Qualifications Framework (AQF) and VET Qualifications and VET Statements of Attainment issued by any other Registered Training Organisation (RTO) within the scope of its registration.

The Credit Transfer Application is free of charge for students enrolled with LET Training course/s (training programs).

Application for Credit Transfer

Every student is entitled to apply at no additional charge for recognition of AQF and VET Qualifications and VET Statements of Attainment issued by another RTO in the course or qualification in which they are currently enrolled.

To applying for Credit Transfer must provide LET Training with:

- 1) Certified copies of the Qualification(s) or Statement(s) of Attainment (including a transcript of the unit of competencies achieved) which they are seeking to have recognised; and
- 2) Evidence verifying the currency of competencies for which they are seeking recognition.

Application Processing

Upon receipt from an enrolled student of the Credit Transfer Application Form and documentation to support a Credit Transfer application, the nominated assessor will review and validate the documentation for authenticity, completeness and compliance with AQF and VET Quality Framework (VQF) requirements:

- 1) Credit Transfer will be granted if the application is satisfied.
- 2) **If NOT satisfied**, the student will be advised in writing that the application has been unsuccessful, detailing the reasons for non-approval.

A student who is aggrieved by the denial of the Credit Transfer application is able to have grievances addressed in line with the provisions of and process detailed in the Complaints and Appeals Policy.