**What is Advanced Standing – Recognition of Prior Learning (RPL)?**

RPL is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine whether the individual’s previous learning is equivalent to the learning outcomes of the unit.

**Are there any fees associated with RPL?**

Fees will apply and will be calculated once this application has been received by the Course Enrolment Advisor and processed in the Student Management System (Student 1). Fees can viewed here: <https://www.swinburne.edu.au/current-students/manage-course/fees/paying-fees/vocational-education/>.

**What will I be required to do?**

Once your application has been processed in Student 1, an nominated Swinburne staff member will contact you to organise an initial RPL meeting to discuss and determine what units may be appropriate for you to undertake RPL. Once this is confirmed an assessor will be allocated.

The discussion will focus on employment history, previous studies, staff development programs, short courses, if you belong to any clubs/groups what roles you may have held, committees that you may belong to, any other interests etc. You will be required to collect and collate a portfolio of evidence to support the requirements of the unit.

**What will my assessor be looking for?**

The assessor will be looking for evidence that demonstrates your skills and knowledge for each unit for RPL. The evidence provided must be valid, current, authentic and sufficient.

**How much time do I have to complete my RPL?**

You have 4 weeks from the RPL start date to provide your portfolio of evidence to the listed assessor. If you have many units being RPL’d, different start dates will be allocated, to ensure you have an appropriate length of time.

**How many units can I RPL?**

There is no limit to the number of units you can RPL within a course.

**What if I don’t have sufficient RPL evidence to demonstrate competence in the unit?**

If you don’t have sufficient evidence to demonstrate competency against all the requirements of the unit, you may be required to undertake additional training and/or assessment to meet the additional requirements of the unit. If this is appropriate your assessor will discuss the requirements of gap training with you.

**The RPL Process**

1. The student completes Section A of this VE Advanced Standing – RPL Application and forwards to Student HQ.
2. On receipt of the application, the Course Enrolment Advisor (CEA) will process the application by:
   1. creating an advanced standing application in Student 1 and recording the application date as the date the application has been received.
   2. completing Section B and forwarding the application to the department nominee
3. The department nominee contacts the student to organise a meeting time to discuss the unit/s that could be achieved through RPL.
4. The department nominee completes Section C by summarising the discussion of the meeting, this includes:
   1. listing the nominated unit/s in Section E
   2. recording details of the assessor and follow up interview dates, if known. (In some instances, the department nominee will follow-up with the assessor and appropriate details will be recorded and the student advised)
5. Department nominee or assessor provides the student with a copy of Section E and any other documentation to assist the student with the collection of evidence.
6. Department nominee will forward this application to the CEA who will update the students record for advanced standing in Student 1 by activating the listed units, entering a RPL start date and generating fees where applicable.
7. The student will have 4 weeks from the RPL start date to provide the listed assessor/s with all evidence for the nominated unit/s.
8. On the RPL interview date, the assessor will go through and discuss the portfolio of evidence provided, seek further clarification, where required, and determine an RPL outcome. (In some instances the assessor may identify that the student has insufficient evidence to demonstrate competence in the unit and gap training is required. The student will need to visit student HQ to enrol into the unit).
9. The assessor will record in Section F the RPL Outcome of RPLC/RPLN (or gap training) and forward this section of the application to the CEA to process and close the unit record off. The unit end date entered will be the date the assessor has recorded in Section F.
10. Steps 7 – 9 will be repeated until each listed unit/s in Section E is completed.

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| **Section A – Student Details** | | | |
| **Student ID** |  | **Surname** |  |
| **Preferred  Contact Number** |  | **Given Name** |  |
| **Course Code** |  | **Course Title** |  |

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| **Section B – Teaching Department Nominee Details** | | | |
| **Department Name** |  | | |
| **Staff Member Name** |  | **Date Sent** |  |

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| **Section C – Outcome of Initial RPL Meeting** | | | | | |
| **Date** | | **Summary of Meeting** | | | |
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| **Proceed with the RPL Application** | | | | | |
|  | Yes | | **Staff Name** | **Signature** | **Date** |
|  | No | |  |  |  |

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| **Section D – Student and Course Details** | | | | | | | |
| **Student ID** |  | **Surname** |  | **Given Name** |  | **Course Code** |  |

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| **Section E – RPL Details** | | | | | | | **Section F – RPL Outcome Record** | | | | |
| **Unit Code** | **Unit Title** | | **Assessor Name** | **RPL Start Date** | | **RPL Interview/Due Date** | **Assessor Signature** | **Date** | | **Outcome**  **RPLC/RPLN**  **Or**  **Gap Training** | |
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| I agree to undertake the RPL process for the units listed above and pay any fees that are generated. | | | | | | |  | |  | |  |
| **Student Signature** | |  | | **Date** |  | |  | |  | |  |

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| **Course Enrolment Office Use Only for Completion in Student One** |  | **CEA Initial** |  | **Date Entered** |  | **Date Documents Scanned** |  |