Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) competency-based assessments must be conducted according to the requirements of the AQTF 2007. The purpose of this checklist is to identify RMIT policy and procedures which ensure compliance with AQTF 2007 quality standards and to enable program teams to self-review processes against AQTF 2007 requirements.

Definitions
Recognition of Prior Learning (RPL)
RPL is a process through which people can gain entry to, or credit in, recognised courses based on competencies gained. The competencies may have been gained through experience in the workplace, in voluntary work, in social or domestic activities or through informal or formal training or other life experiences.

Recognition of Current Competency (RCC)
RCC applies if a client has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained.

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<th>Checklist item</th>
<th>How a school complies</th>
<th>How the University complies</th>
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| 1. Written policies and procedures | • Alignment of practices with policy and procedure provisions  
• Ensures students are made aware of RPL processes through the RMIT WEB site. | • Fees policy  
• RPL policy  
• RPL procedure  
• RPL application form  
• RPL/RCC Record of Assessment document  
• RPL/RCC Record Keeping Checklist  
• Guidelines for appeal of RPL decision. |
| (AQTF Standard 2 Element 2) | | |
| 2. Clear information is provided to clients | • Information is provided at selection interviews and information sessions  
• Application forms for Recognition of Prior Learning (RPL) are available on racks outside the school office. | • Pathways information on the RMIT web site  
• Materials on display during Open Day  
• Applause (document distributed with VTAC offers of a place at RMIT)  
• Apprentice supplement to the student diary is provided in information kits sent to new apprentices/trainees  
• Applicant Information Kit. |
| (AQTF Standard 2 Element 2) | | |
| 3. RPL is offered to all applicants on enrolment | • As part of its operating procedures, the school documents critical information provided to students at enrolment and orientation. This includes information on RPL and Credit Transfer. | • Student diary  
• Information on the RMIT web site. |
<p>| (AQTF Standard 2 Element 4) | | |</p>
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<td>4. Adequate information, support and opportunity for participants to engage in the RPL process provided</td>
<td>• The school has documented guidelines for staff to follow when approached by a client about RPL. This includes information on the provision for assessment on appeal.</td>
<td>• Monitoring of school processes and communication of best practice.</td>
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<td>(AQTF Standard 2 Element 2)</td>
<td>• The school has a process for recording and monitoring applications for RPL.</td>
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| 5. Staff qualifications                                                         | • RPL is included in the staff induction process  
• All staff conducting RPL assessments, or RPL assessments on appeal, have assessor competencies from the Certificate IV in Assessment and Workplace Training and appropriate vocational competencies or conduct the assessment in conjunction with someone who does. | • University policy about the qualifications of TAFE teachers  
• University induction policy.                                                                                                                                              |
| (AQTF Standard 1 Element 4)                                                     |                                                                                                                                                                                                                                          |                                                                                                                                                                              |
| 6. RPL assessments                                                              | • Evidence options are available to candidates  
• RPL assessments are validated along with all other assessments as per the University Moderation and Validation of Assessment Policy and Procedure to ensure they are valid, reliable, fair and flexible  
• Completed Recognition of Prior Learning (RPL) documentation.                                                                                                                | • University policy and procedure on moderation and validation of assessment.                                                                                                                                                          |
| (AQTF Standards 1 Elements 1 & 5)                                               |                                                                                                                                                                                                                                          |                                                                                                                                                                              |
| 7. Records of the assessment                                                     | Student file contains:  
• RPL application form (completed and signed)  
• RPL/RCC Record Keeping Checklist  
• RPL/RCC Record of Assessment document completed and signed. The following items must be included or attached:  
• RPL/RCC assessment outcomes  
• Explanation for assessment outcomes where the candidate did not meet all requirements for the relevant units of competency or learning outcome  
• Any action plan that was discussed and agreed with the candidate to enable any gaps to be addressed and filled.  
• Details of any appeals that might be lodged and the outcome of that appeal  
• Communications to applicant about the RPL process and outcomes.                                                                                                           | • University sample letters to successful and unsuccessful applicants.                                                                                                       |
| (AQTF Standard 2 Element 5 and AQTF Standard 3 Element 3)                        |                                                                                                                                                                                                                                          |                                                                                                                                                                              |
| 8. Continuous improvement                                                        | • Records of staff and client feedback about the RPL process and outcomes  
• Records of action taken to improve the process as a result of the feedback.                                                                                                                                                    |                                                                                                                                                                              |
| (AQTF Standard 3 Element 1)                                                     |                                                                                                                                                                                                                                          |                                                                                                                                                                              |