

STATEMENT

TAG is committed to providing up to date and relevant Recognition of Prior Learning (RPL) information to all students at enrolment and whilst enrolled.

SCOPE

This applies to all TAG students.

RESPONSIBILITY

It is the responsibility of the RTO Compliance Team to ensure the correct application of this policy. The Training Coordinator is responsible for ensuring the RPL applicant receives the necessary documentation.

PROCEDURE

On receipt of an RPL enquiry TAG staff will direct the potential RPL client or enrolled student to the RPL application pack available from the Training Manager.

The Training Manager will ensure that the RPL application pack contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statement of attainment or qualifications. RPL fees will be charged at the same rate as the fee for nominal hours outlined in the VET Fees and Charges 2019 document. A \$150.00 non-refundable application fee will apply for a full qualification.

On receipt of an RPL application, the Training Manager will issue a receipt for the RPL fee and provide the student with an RPL evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.

On receipt of a completed RPL Evidence Guide and portfolio, the Training Manager shall record the decision on the RPL Process Log. The candidate will then be offered an assessment only pathway and undergo a full formal process to gather authentic, current, valid, and sufficient evidence in line with clause 1.8

The Training Manager shall provide copies of completed RPL Evidence guides and place in the student file.

Once assessment has taken place, all competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.

ENDORSEMENT / REVISION NOTES

Approved by Directors, Training Alliance Group.

Approved Date: 15/11/2019

Next Review date: 24/09/2021

Review Date	Changes Made	Made by	Approved by
24/09/2021	Re-formatted layout and reviewed.	JB	Harmony T.
11/11/2020	"training coordinator" changed to "training manager" "compliance officer" changed to "compliance team"	MO	Leeann E.