

LATROBE COLLEGE OF ART AND DESIGN

RECOGNISED PRIOR LEARNING (RPL) PP

RTO Standards 2015, 3.5

POLICY

LCAD's policy is to provide applicants with the opportunity to have recognised their prior learning within the Latrobe College of Art & Design (LCAD)'s Scope of Registration, subject to the fees and charges outlined in this policy.

This policy is to ensure that an individual's prior learning, which may have been achieved through formal or informal training, work experience or other life experiences, can be recognised.

RPL is the determination, on an individual basis, of an enrolling student's existing skills and knowledge obtained elsewhere that might match study in a qualification they wish to complete at LCAD.

RPL can be used to reduce the time and length of study in a course if the applicant already carries components of skills and knowledge of that course.

RPL can only be applied before the study commences and not after the study has commenced.

APPLICATION PROCEDURE

1. On receipt of the student's S4 Application Form to study at LCAD the student will be interviewed. If during the interview the student displays strong skills or experience in an area that matches training at LCAD, or if the student expresses an interest in applying for RPL (which might also be indicated on their form) the interviewer will make a recommendation to the student to submit an **S7 RPL Application** form to the college. They will also assist the applicant to identify the best means to prove their claim, selecting and organising acceptable evidence and completing the RPL Application. RPL Fees and charges as listed in the S7 RPL Application form must be advised to the applicant.

2. Once the college receives the completed S7 RPL Application Form the student will be contacted to attend an interview and an assessment of their RPL Application. The Assessor will use the relevant LCAD Unit Outlines assessment tools - Project Assessment Tools (PATs) and Knowledge Tools (KTs) to guide them in conducting the RPL assessment. If during the assessment it is obvious that the evidence is insufficient the assessor will give the student further advice on how to rectify this and makes another time for the student to complete the assessment.

3. The results of the RPL Assessment will be given to the student during their assessment. Formal marks will be issued at end of the current trimester (if they are enrolling to take another study in the present trimester).

4. If the student does not agree with the RPL assessment decision during the interview, they have the right to appeal the decision. The **S27.1 COMPLAINTS Academic Grievance** policy and procedure can be accessed through the college website at <https://www.lcad.edu.au/policies-and-information>.

STUDENTS PREVIOUSLY STUDYING AT LCAD

If the student has studied with Latrobe College in the last 10 years and is re-enrolling, then RPL may be given automatically if the study unit is similar to the current study unit offered. Careful examination of any changes to underlying units of competency must be taken into consideration. Students that have studied with the college earlier than 10 years will need to demonstrate currency.

IN THEIR S7 RPL APPLICATION APPLICANTS MUST

- Identify and select the units of competency they feel they have prior learning in.
- State how they have achieved that prior learning
- Provide EVIDENCE to support that prior learning in the form of folio work, individual artwork, former qualifications, previous partial or unfinished study, work (paid or volunteer) experience or demonstration of knowledge/ skills to the assessor.
- Create a free DROP BOX account (cloud storage over the internet) and link it to the college to retain evidence (separate advice to be given here)
- Evidence of folio work such as painting, drawing, sketchbooks, visual diaries, photography, sculpture, exhibitions, written essays, graphic design work, etc to be uploaded to Dropbox

- Have an external referee sign the Witness check on the application to confirm the authenticity of evidence. Witnesses may be contacted by the college to determine proof of authenticity.

RPL FEES

\$0	Students seeking RPL for study completed in earlier versions of the Diploma of Visual Art / or Graphic Design at LCAD <u>within</u> the last 8 years will be given RPL on the application if they are continuing their enrolment or returning to study at LCAD.
\$225 per term or unit of study	Students seeking RPL for study undertaken or completed at LCAD <u>prior</u> to 8 years earlier and wish to re-enrol for study at LCAD.
\$485 per unit of study	Students who enrol to study at LCAD and who have completed part of a Diploma of Visual Art / or Graphic Design elsewhere in the past 8 years and wish to have that study recognised for RPL.
\$685 per unit of study	For applicants who have not studied a Diploma of Visual Art / or Graphic Design and wish to have their current or experience assessed for RPL towards units in the Diploma of Visual Art.
<i>Note</i>	Please note the above fees are per <u>study unit</u> which is made up of single or clusters of units of competency from each qualification offered at LCAD.
<i>Note</i>	VSL is available for RPL for those that qualify.

PAYMENT OF RPL FEES

Students have the option of paying their RPL fees upfront or deferred through Vet Student Loans. Some qualifications have different amounts that a students can defer to their VSL loan.

INSTRUCTIONS TO ASSESSORS

A student must submit a folio work and other evidence as well as their RPL Application Form and required documents to the college which must cover or be close to the Element outcomes of the competency units within the qualification offered by LCAD and for which they are seeking RPL recognition.

The assessor will judge the level of depth and extension in the student's work and combined experience which may or may not be related to their study experience, against the requirements of the LCAD study unit.

The assessor will use LCAD's study unit outline assessment requirements to guide them in their assessment process. The assessor assesses the evidence and experience presented and decides as to whether or not the student has sufficient skills and knowledge and experience to reach competency within the study units they are applying for.

It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes.

Students seeking RPL for study they have completed more than 8 years earlier must have more recent folio work and or experience with their older course work to be recognised. If the student disagrees with the outcome, they can enact the College's S27.1 COMPLAINTS Academic Grievance PP.

RPL is awarded and the student is issued a signed document (attached to the application form). The assessor marks the student's S19.1 TASK Completion RECORD and hands the student's hard file to LCAD administration to update to the student's assessment details in the college database.

The assessment results are issued at the end of the trimester along with the student's other results if they are studying in that trimester

ASSESSMENT GUIDELINE

To successfully apply for RPL, the applicant's evidence must prove to be:

- Authentic - the work or evidence must be the applicant's own work. The external referee check must be signed by an external person who can verify the authenticity of the work evidence.

- Current - show that the skills and knowledge within the evidence is current, or the applicant can perform the skills at this point.
- Sufficient - that there is sufficient evidence to determine competency and the evidence covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely *task skills, task management skills, contingency management skills, and job/role environment skills (see guide note below).
- Valid - directly related to the current version of the unit of competency
- Reliable - (shows that the candidate consistently meets the endorsed unit(s) of competency)

COURSE CREDIT FOR INTERNATIONAL STUDENTS

If RPL is granted to an international student which leads to the shortening of the student's course, Latrobe College will:

- Indicate the actual net course duration in the COE issued for that student
- Report the change of course duration via PRISMS.