

Werribee Community & Education Centre Inc

Policy and Procedure

Policy name	Recognition of Prior Learning (RPL) and/or Recognition of Current Competency (RCC)
Responsible person	Manager Training Services / VET Coordinator
Staff involved	CEO / Coordinators
Review dates	2011
Related documents	Credit Transfer Policy, RPL Student kits, Course flyers, General Information for Participants document

POLICY CONTEXT

Werribee Community & Education Centre (WCEC) provides quality training and assessment across all of its operations. WCEC is committed to maximising outcomes for its learners. The availability of Recognition of Prior Learning (RPL) and/or Recognition of Current competency (RCC) is advertised for all accredited training courses.

Throughout life people gain valuable skills and knowledge through formal and informal training and education, work experience and general life experience. Recognition of Current Competency (RCC) and Recognition of Prior Learning (RPL) mean recognition of competencies currently held, regardless of how, when or where the learning occurred, so that they may be counted towards the achievement of a qualification. With RCC and RPL, applicants can use the skills and knowledge they have gained to apply for recognition so that they do not have to re-learn things they already know.

If an applicant decides to apply for RPL or RCC there will be an assessment process to assesses and determine the extent to which he/she has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

WCEC will use a kit to help the learner and assessor work together through the recognition process. The kit will guide the applicant to the types of evidence needed for RCC or RPL and will be provided to the learner on request.

PROCEDURE

Learners who are considering applying for RPL/RCC are given:

- A copy of our policy and procedure; and,
- The relevant kit which includes:-
 - An overview of the process
 - A course overview
 - Preparing for RPL
 - RPL step by step
 - The assessment process
 - Frequently asked questions
 - Portfolio of evidence checklist
 - Detailed evidence checklists
 - Referee testimonial
 - Peer/Colleague testimonial
 - RPL submission cover page.

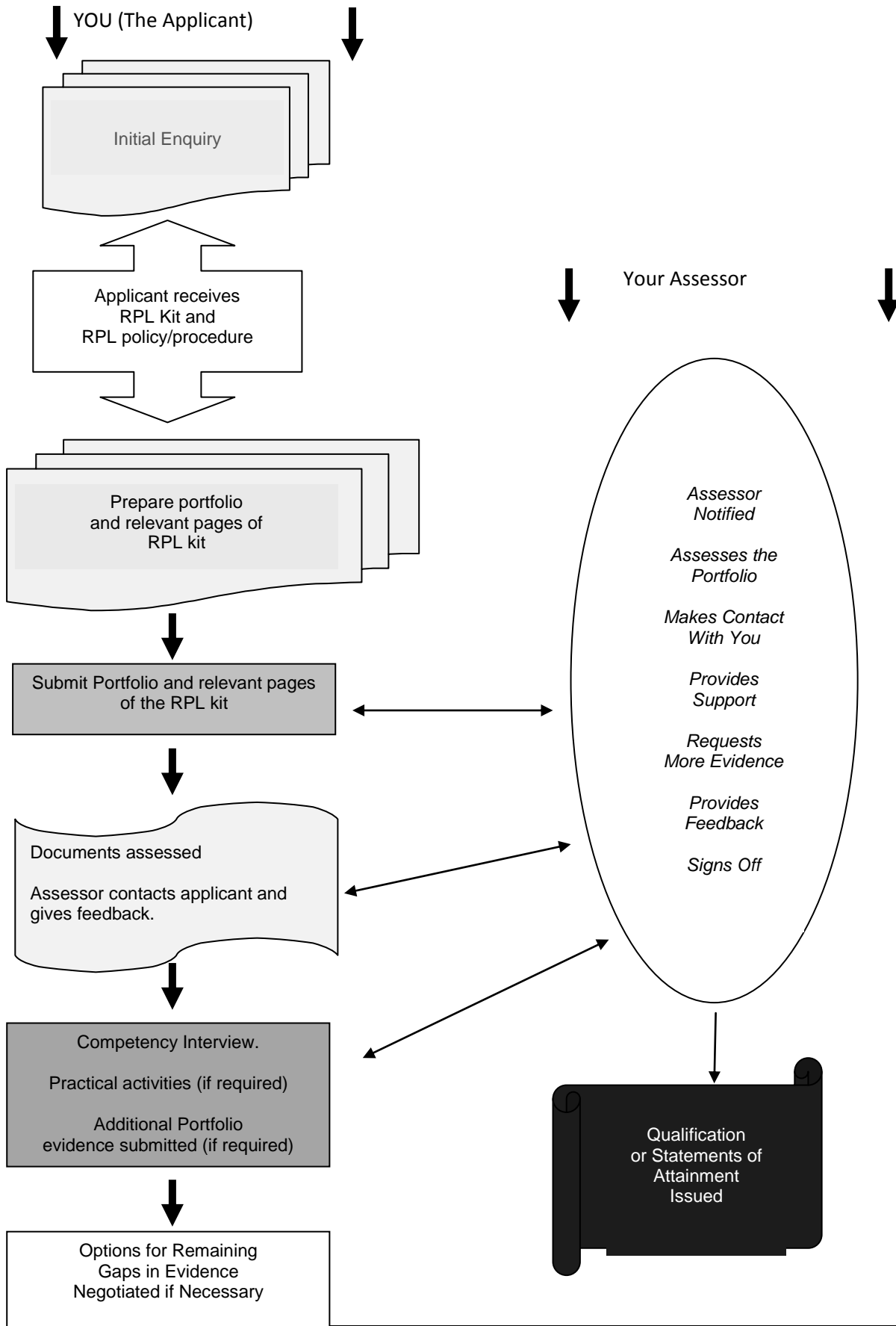
COST

- The learner will be informed about the cost of the process at the point of enquiry. The fee will not exceed the costs Werribee Community and Education Centre will incur conducting the process.

This document was accepted by the Committee of Management of the Werribee Community Centre Inc on 28/06/10 and supersedes all previous versions.

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FLOW CHART



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