

2024

# Recognition of Prior Learning (RPL) Policy - CSBT Campus.

## Recognition of Prior Learning Policy

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## Recognition of Prior Learning Policy

### 1. Introduction

The Recognition of Prior Learning (RPL) is a process through which the CSBT Campus acknowledges and accredits an individual's prior learning experiences. These experiences may include formal education, informal training, work experience, and other relevant life experiences. The RPL policy is designed to ensure that students are provided with a fair, equitable, and transparent means to receive credit for their prior learning, thereby facilitating their academic and professional advancement.

### 2. Purpose

The purpose of this RPL policy is to:

- Recognize and validate the knowledge and skills that students have acquired outside the formal education system.
- Provide students with the opportunity to advance their studies by reducing redundancy and avoiding repetition of previously learned material.
- Enhance access to education and training by acknowledging diverse learning pathways.
- Support lifelong learning and professional development.

### 3. Scope

This policy applies to all students and prospective students of the CSBT Campus who seek recognition of their prior learning for the purpose of gaining credit towards a specific qualification or module within a program offered by the institution.

### 4. Principles of RPL

The CSBT Campus RPL policy is guided by the following principles:

- **Fairness:** Ensuring that all RPL applicants are treated equally and without bias.
- **Transparency:** Clearly outlining the RPL process, criteria, and outcomes.
- **Validity:** Ensuring that the prior learning is relevant and applicable to the qualification sought.
- **Reliability:** Applying consistent criteria and procedures in the assessment of RPL applications.
- **Flexibility:** Accommodating a wide range of prior learning experiences and contexts.

### 5. Eligibility

To be eligible for RPL, applicants must demonstrate that their prior learning:

- Is relevant to the learning outcomes of the qualification or module for which credit is sought.
- Is current and applicable within a reasonable timeframe.
- Meets the required standards of the CSBT Campus.

### 6. Types of Prior Learning

RPL at CSBT Campus can be derived from:

1. **Formal Learning:** Accredited education and training programs leading to recognized qualifications.
2. **Informal Learning:** Non-accredited learning acquired through work experience, voluntary activities, self-study, and other life experiences.
3. **Non-formal Learning:** Structured learning that does not lead to formally recognized qualifications but provides valuable knowledge and skills, such as workshops, seminars, and on-the-job training.

### 7. RPL Application Process

#### Step 1: Initial Inquiry and Guidance

Prospective applicants are encouraged to contact the RPL Coordinator to discuss their prior learning experiences and the possibility of receiving credit. During this stage, applicants will receive information on the RPL process, eligibility criteria, and documentation requirements.

#### Step 2: Submission of Application

Applicants must complete the RPL application form and provide evidence of their prior learning. Evidence may include, but is not limited to:

- Academic transcripts and certificates.
- Detailed curriculum vitae (CV) outlining relevant work experience.
- Job descriptions and references from employers.
- Portfolios of work or projects.
- Evidence of non-formal learning such as certificates of attendance for workshops or training sessions.

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### Step 3: Assessment of Evidence

The RPL Coordinator, along with subject matter experts, will assess the submitted evidence against the learning outcomes of the relevant qualification or module. The assessment may involve:

- Document review.
- Interviews or oral assessments.
- Practical demonstrations or skills assessments.
- Written tests or assignments, if necessary.

### Step 4: Outcome Notification

Applicants will be informed of the outcome of their RPL application in writing. The possible outcomes are:

**Full credit awarded:** The applicant meets all the learning outcomes and is granted full credit for the relevant module or qualification.

**Partial credit awarded:** The applicant meets some of the learning outcomes and is granted partial credit. Further assessment or learning may be required to achieve full credit.

**No credit awarded:** The applicant does not meet the learning outcomes, and no credit is granted.

### Step 5: Appeal Process

Applicants who are dissatisfied with the outcome of their RPL application have the right to appeal. Appeals must be submitted in writing within 30 days of the notification of the outcome. The appeal will be reviewed by an independent panel, and the applicant will be informed of the final decision within 60 days.

## 8. Documentation and Record Keeping

The CSBT Campus will maintain comprehensive records of all RPL applications, assessments, and outcomes. These records will be kept confidential and secure, and will be used for internal quality assurance purposes and to support future applications by the same individuals.

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### 9. Quality Assurance

The RPL process at CSBT Campus will undergo regular review and quality assurance checks to ensure its effectiveness, fairness, and alignment with best practices. Feedback from applicants and assessors will be sought to continuously improve the process.

### 10. Roles and Responsibilities

**RPL Coordinator:** Responsible for managing the RPL process, providing guidance to applicants, coordinating assessments, and maintaining records.

**Subject Matter Experts (SMEs):** Involved in the assessment of RPL applications to ensure that the prior learning meets the required standards.

**Appeals Panel:** An independent body that reviews appeals and makes final decisions on contested RPL outcomes.

### 11. Benefits of RPL

RPL offers numerous benefits to both students and the CSBT Campus:

**For Students:** Accelerates the completion of qualifications, reduces the cost of education, and recognizes the value of their prior learning and experiences.

**For CSBT Campus:** Enhances the institution's reputation for inclusivity and support for diverse learning pathways, and attracts a wider range of students.

### 12. Conclusion

The Recognition of Prior Learning (RPL) policy at CSBT Campus is a vital component of our commitment to lifelong learning and educational inclusivity. By recognizing and valuing prior learning, we aim to support our students' academic and professional growth, reduce barriers to education, and promote a culture of continuous improvement and recognition of diverse learning experiences. This policy ensures that our RPL process is fair, transparent, and rigorous, maintaining the high standards of education and training that CSBT Campus is known for.