

UNITY TRAINING SERVICES RECOGNITION OF PRIOR LEARNING POLICY

Unity Training Services is committed to providing up to date and relevant RPL information to all students at enrolment and whilst enrolled. Unity Training Services staff will provide support and guidance regarding RPL enquiries in a timely manner.

RPL Procedures

- On receipt of a RPL enquiry Unity Training Services staff will direct the potential RPL client or enrolled student to the [RPL application pack](#) available at reception.
- The administrative assistant will ensure that the RPL application pack contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statements of attainment or qualifications.
- On receipt of an RPL application the administrative assistant 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 administrative assistant shall record the date of receipt in the [RPL Applications Log](#) and request Unity Training Services lecturing staff to process the portfolio.
- Unity Training Services lecturing staff shall follow the [Quality Assessment Checklist](#)
- On receipt of a RPL assessment judgment the administrative assistant shall record the decision on the RPL Process Log and report the competency or rework decision to the RPL applicant.
- The Administrative Assistant shall provide copies of completed RPL Evidence guides and place on file in the RPL records cabinet.
- All competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.