

<h1>Recognition of Prior Learning (RPL) Policy</h1>		<b>BCA National Policy Manual</b> <b>Policy Number:</b> BCAP0017 <b>Date of Issue:</b> 09/04/2015 <b>Date Reviewed:</b> 20/04/2017 <b>Next Review:</b> 20/04/2018 <b>RTO Code:</b> 91758 <b>CRICOS Code:</b> 03419D	
		Authorised by: RB	Issued to: RTO staff

## 1. Purpose

To confirm that all students, prospective or actual, of BCA National Training Group's (BCA National) training programs are able to apply for recognition of prior learning where applicable.

## 2. Policy statement

BCA National promotes the acknowledgement of all skills and knowledge gained through the life experiences, work experience, previous training and formal education of students and offers RPL as a way to recognise these skills and knowledge.

### 2.1 RPL

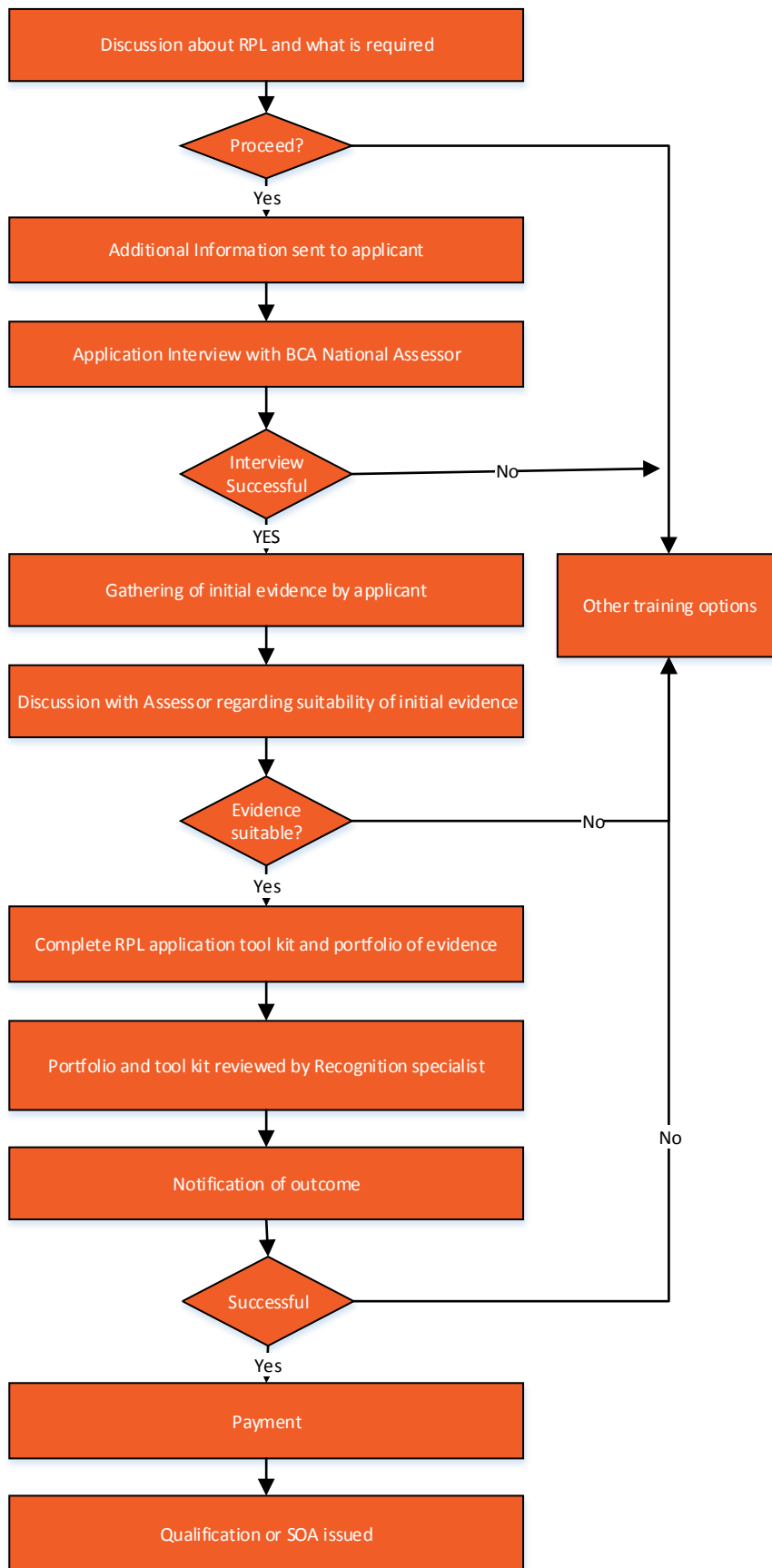
The RPL processes conducted by BCA National is a recognition process which provides acknowledgement of all skills and knowledge gained through the life experiences, work experience, previous training and formal education of applicants.

BCA National's RPL process examines evidence submitted by applicants as well as evidence provided during the interview process based on the following key principles:

- Adopting a focus on the competencies held rather than on how, when or where the learning occurred.
- A demonstrated commitment to recognising the prior learning of adults.
- Providing access to the RPL process for all students prior to and during enrolment.
- Undertaking RPL processes which are fair to all those involved.
- Providing adequate support for all potential RPL applicants.

All BCA National's students (prospective or actual) can apply for RPL at any time prior to or during their enrolment period with BCA National. Information regarding RPL can be obtained on our website at [www.bcanational.edu.au](http://www.bcanational.edu.au) or in the student handbook.

The process is summarised in the diagram that follows:



### 3. Legislation

Legislation which applies to this policy:

1. National Vocational Education and Training Regulator Act 2011.


## 2. Standards for Registered Training Organisations (RTOs) 2015

### 4. Responsibility

- Training Coordinators
- Assessors
- National Education and Training Manager
- Quality and Trainer Engagement Manager

### 5. Related Documents and Forms

- BCAP0116 Quality Assurance System

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<i>Approved by</i>	Rachel Burke	Date:20/04/2017
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<i>Entered into register by</i>	Justine Steward	Date: 20/04/2017