Recognition of Prior Learning Policy & Procedures

Overall Purpose

The Recognition of Prior Learning Policy & Procedures establishes a process that assesses and validates an individual's prior learning, such as formal, informal and non-formal learning, to determine if the individual's knowledge, understanding or skills may then count towards a qualification.

Logic Institute aims to create an environment for learners where they can apply for Recognition of Prior Learning (RPL) and achieve further within their career, social life and more by building on previous achievements and qualifications to move forward.

Policy Statement

1. A learner applying for Recognition of Prior Learning must produce valid and reliable evidence of learning.
2. To achieve RPL a learner may:
   - Submit a portfolio of evidence based on previous learning, skills and/or competence cross-referenced to the intended learning outcomes (ILOs) of the course or courses for which RPL is being sought.
   - Complete a challenge test; this means they will complete the assessments of the course of learning for which they have requested RPL, but without attending the training sessions.
3. It is expected that the applicant will actively engage in the RPL process and that they will map all their submitted evidence to the ILOs of the course for which they are requesting RPL.
4. The Sales and Marketing Team will be the first point of contact for an indication of whether it is worthwhile to progress a claim. Should the making of a claim be recommended an RPL Facilitator is nominated by the IV committee. The RPL Facilitator offers advice on the type and range of evidence appropriate for assessment. Once the RPL candidate has collected the evidence it is given to an RPL assessor, who is typically the trainer/subject expert of the course or programme for which credit is requested, for assessment against the Intended Learning Outcomes for the course or programme.
5. The RPL process is subject to the same standards of quality assurance and monitoring processes as other forms of learning and assessment, and the methods used for RPL will be of equal rigour of other assessment methods in that they are fit for purpose and provide evidence of learning.
6. A learner has the right to appeal the outcome of the RPL Application if not satisfied with the outcome.

Recognition of Prior Learning Procedure

The institute will have arrangements for any learner requesting recognition for prior learning. The Recognition of Prior Learning Procedure will be clearly illustrated on the website and is documented in the Learner's

Step	Responsible	Outcome	Requirement
Information for applicants on the RPL process is available through the LOGIC website, the Learner's Handbook and direct enquiry. **The application form can be downloaded from the website or requested from the Sales and Marketing Team**	Learner	Learner awareness	Published on website and in Learner's Handbook
Applicants are encouraged to contact the Learner Sales and Marketing Team for assistance in completing their RPL Application	Learner, Sales and Marketing Team	Ensures currency of evidence, experience, skills that relate to the proposed learning	Relevant and complete RPL applications
The completed application and evidence required from the learner is submitted. Evidence should be: ○ **Valid** ○ **Reliable** ○ **Authentic** ○ **Sufficient**	Sales and Marketing Team	Application for the Recognition of Prior Learning and validity of evidence is checked.	Signed and completed RPL Application along with valid, reliable, authentic and sufficient evidence to support the application
Assessment of the RPL evidence against the course ILOs within two working days	Subject Expert	Review of application and check that items of evidence meet the course ILOs. Currency of evidence, experience, and skills that relate to the proposed learning is considered.	Recommendation to the IV Committee for confirmation. • RPL approved as per application • RPL approved providing applicant successfully undertakes a challenge test provided by the subject expert

			• RPL application declined
The IV Committee reviews the subject expert's recommendation	IV Committee	Confirmation of recommendation. Note: The IV committee may consult with the Subject Expert.	Recommendation confirmed
The IV Committee will send the recommendation report to the Confirmation Committee	IV Committee	Final outcome on the application	
The Confirmation Committee with either approve or reject the application	Confirmation Committee	Confirmation Committee decision communicated to the IV Committee	Signature and final outcome from the Confirmation Committee
Learner and subject expert advised of outcome (and right of appeal if appropriate) by email.	IV Committee	Results of the Application provided to the learner	• Credit claim is documented formally • If appropriate the learner is invited to complete the challenge test • If declined the applicant is advised with an indication of the reason.
If appropriate a test related to the Recognition of Prior Learning is organized.	Learner Sales & Marketing Team & Subject Expert	Challenge test approved by the subject expert is completed.	• Credit claim is documented formally. • Learner, IV Committee & Confirmation Committee advised of success or otherwise.

Recognition of Prior Learning Appeal

Learner will have the right to appeal the outcome of the Recognition of Prior Learning Application if not satisfied with the outcome. The process will take three working days.

Step	Responsible	Outcome	Requirement
The learner can obtain the Appeal Application Form the institute's website or requested from the Sales and Marketing	Learner	Applying for the appeal	Appeal Application Form including a list of evidence the learner sees fit to support the appeal case

Team. **Send the completed Appeal Application Form on appeal@logichrd.com stating out the reason for the appeal and attaching any required evidence to strengthen the appeal. This must be sent within four working days of receiving the Recognition of Prior Learning results**			
The IV committee will take in the appeal including the evidence for reviewing purposes and report the feedback to the Confirmation Committee for final outcome within 2 working days	IV Committee	Reviewing the appeal request including the evidence to report to the Confirmation Committee	Review report of the appeal
Receiving the review report of the appeal and either approving it or rejecting it	Confirmation Committee	Outcome of the appeal	Sending final result of the appeal to the IV committee to communicate it to the learner
Communicating the final outcome to the learner within a day of receiving it	IV Committee	-	Send an email to the learner with the results of the appeal

Scope and Responsibilities

Responsibilities
- Confirmation Committee
- IV Committee
- Sales and Marketing Team

Scope of Application
- Systemized the Recognition of Prior Learning Procedure

Related Policies

- Credit Accumulation and Transfer Policy
- Admission Policy and Admission Appeal Procedure

Relevant Documents

- Recognition of Prior Learning Application

Key Dates

This policy will be reviewed every 3 years.
Publication date: 01 July 2019

First approved: 02 January 2019
Next review date: 02 July 2022