

1. Purpose

This policy relates to students enrolled by the Colleges of Niche Education Group Pty Ltd (Niche) including:

- Australasian Academy of Cosmetic Dermal Science (AACDS),
- Australian College of Beauty Therapy (ACBT),
- Australian College of Specialist Make-Up (ACSM),
- Australasian College of Massage & Myotherapy (ACMM),

and to any current Training Partner Organisations (TPOs) where applicable.

The purpose of the policy is to ensure a consistent and fair approach to recognising learner prior qualifications, skills and competencies, in accordance with registration and contractual obligations, in particular the *Standards for Registered Organisations (RTOs) 2015* is undertaken.

2. Definitions

For the purposes of this document the following applies:

Recognition of Prior Learning (RPL) Recognition of prior learning is simply a form of assessment of a learner's competence. Recognition of prior learning uses evidence from formal, non-formal and informal learning. Recognition of prior learning is conducted with the same rigour as any other form of assessment. RPL assessment can be

Formal Learning has been previously completed as part of a structured, nationally recognised learning program.

Informal Learning is the learning gained through work, social, family, hobby or leisure activities and experiences.

Non-formal learning takes place through a structured program of learning, but does not directly lead to full or partial achievement of an officially accredited qualification e.g. business in-house training programmes.

Training Partner Organisation is any organisation that provides services on behalf of Niche Education Group Pty Limited (Niche), including training, assessment, related educational and support services, and/or any activities related to the recruitment of prospective Students.

Student - refers to a person enrolled or seeking to enrol in any course or unit of study. For the purpose of VET Student Loans, the term 'student/s' refers to all persons enrolled or seeking to enrol in a unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act who are or would be entitled to VET Student Loan assistance under clause 43 of Schedule 1A of the Act or who have gained enrolment into a Niche course whether delivered directly or through a TPO.

3. Responsibility

The Chief Executive Officer (CEO) is responsible for implementation of this policy and procedure and ensuring all responsible individuals are fully trained in its operation.

This policy is made readily available to all potential and current students.

Each College Manager is responsible for the day-to-day implementation and monitoring of RPL Assessment undertaken by both Niche and its TPOs.

4. Policy

Niche will provide students with information about the RPL process and all associated fees and charges, prior to course enrolment.

Specific requirements and opportunities pertaining to each course, or College will be outlined and provided to students prior to application for RPL and course enrolment.

Applications for RPL will be considered in a timely manner and on a case-by-case basis.

The RPL process will also be part of the student's orientation.

Unsuccessful applicants will be provided with a summary of reasons why their application was not approved.

5. Procedure

5.1. Making an application

All students looking to engage in the RPL process are encouraged to view and request all information pertaining to the process prior to commencing. Information can be located on the Niche Education website, is discussed during the pre-enrolment meeting and during course induction.



All students will be required to gather and collate evidence to support their RPL application and the RPL assessment processes. The requirements for evidence gathering, particularly to ensure currency and sufficiency will differ between courses and further information will be provided to the student at the time of application. In some instances, students may be guided to complete formal assessment to support the RPL process.

At the end of the RPL application process all documents gathered for the relevant units of competency will be forwarded to an appropriately qualified Assessor for assessment and resulting.

5.2. Fees

The fees for completing a unit via RPL in most instances will be less than the cost for completing full training and assessment.

The specific fees for each instance of RPL will be advertised on the website and provided to students prior to application.

There is no fee to make an application for RPL.

Students who choose to access and pay for an RPL assessment that are unsuccessful in achieving competency may choose to re-enrol into a full training and assessment pathway, in this instance additional fees will apply.

5.3. Resulting and Completion

There is no limit on the amount of RPL a student can apply for, and a full qualification can be attained by RPL, except where a student is an Overseas student.

Each application is taken on its own merit and students will be counselled and supported during their RPL application process.

Students completing an RPL assessment are able to provide various types of evidence to be considered when the Assessor is determining competency which may include assessment tools as developed by the RTO.

All evidence provided or completed to support RPL assessment will be considered by an appropriately qualified Assessor who will make the final determination on the result.

The Assessor who has the responsibility of processing RPL applications will:

- Ensure the student's evidence is current and is authentic. If the evidence is not current, or not authentic the staff member will contact the student to advise them of evidence requirements to demonstrate currency.
- Undertake an assessment of the evidence provided by the student and collect further evidence from the student if necessary. Further evidence may include, but not limited to questioning (oral or written); observations in the workplace; participation in assessment activities the student would normally be required to undertake if they were studying the unit/s of competency.
- The assessor reserves the right not to recognise part, or all of any previous learning if the assessor believes that skills or knowledge demonstrated and recorded falls significantly short of industry standards as stated within the Training Product.
- Determine an assessment outcome of the RPL assessment, as either 'RPL Granted' or 'RPL Not Granted', based on whether, or not the evidence submitted meets the requirements of the relevant unit/s of competency.
- Inform the student, in writing, advising of the RPL application outcome.
- Record the assessment outcome in respective student management and learning management systems
- Inform Student Administration/Services staff of the judgement in order for Student Support/Services to maintain internal records related to the RPL.
- All evidence relating to the RPL must be stored in the student's file in the RTO student management or learning management system.
- If RPL is approved Niche academic staff will advise the student of the adjustment to the students study plan to meet the individual student's needs.

If a student is dissatisfied with the assessment outcome, he/she has the opportunity to appeal the outcome. Students wishing to appeal an assessment outcome must do so within twenty (20) working days of the date the written notification being issued.

Statements of attainment, statements of results and certificates will be issued to the student on completion or withdrawal from their studies.

6. Overseas Students

Overseas students are entitled to apply for recognition of prior learning or qualifications issued for completed study in another country, provided that evidence and certificate documents meet the criteria mentioned above.

Applications for RPL will only be accepted if:

- the student is enrolled in an approved course of Niche and
- the appropriate fee has been paid, and

- the application is made at enrolment.

The maximum number of RPL granted in any course for any international student, is to be no more than twenty five percent (25%) of that course. If RPL is granted, tuition fees in proportion to the RPL granted (capped at 25%) of the course fees, will be deducted from the total course cost.

Where Niche grants the student course credit/RPL, which leads to a shortening of the student's course before the student visa is granted, the Confirmation of Enrolment (CoE) will indicate the actual net course duration for the course.

If the course credit/RPL is granted after the student visa is granted, the change of course duration will be reported to the Department of Education & Training (DET) via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

7. Supporting Documents

- Training and Assessment Policy
- Trainer Assessor Policy and Procedure
- Fees, Charges, Refunds and Re-Credit Policy and Procedure
- Withdrawal and Cancellation Policy and Procedure
- Advertising Marketing and Website Policy and Procedure
- Standards for RTOs 2015
- RPL and Credit Transfer Application Form
- Internal RPL Procedure

8. Publication

This document will be made available to Students through publication on the [website](#). It will also be available in any student handbook or pre-enrolment documents / presentations and via the reception.

Staff will have access to the document via the server.

Version Details	
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