

Recognition of Prior Learning (RPL)

Operating Policy and Procedure

1. Policy

Sage will provide opportunities for Recognition of Prior Learning (RPL)

2. Purpose

To outline the process to facilitate applications for RPL.

3. Responsibility

The Academic Director is responsible for compliance with this policy.

4. Guidelines

RPL is the acknowledgement of skills and knowledge obtained through formal training (industry and education), work experience and/or life experience. As such – regardless of how, when or where learning occurred – Sage is able to assess an applicant’s current skills against a particular qualification or part of a qualification by making comparisons with competency standards of a relevant program. There are four possible outcomes of an RPL assessment:

- a) Issue of a Statement of Attainment that outlines units of competency recognised by the assessor. These may be used as credits toward gaining qualifications, or
- b) Issue of a full qualification, or
- c) Identification of the need for gap training, or
- d) Inappropriate alignment against units of competency resulting in no formal recognition by the assessor.

5. Procedure

Where a candidate wishes to make an application for RPL the following procedure is to be adopted:

- a) Applicant completes enrolment form and indicates interest in applying for RPL
- b) Staff member receiving enrolment provides the applicant with an RPL Fact Sheet
- c) Applicant reviews RPL Fact Sheet and indicates RPL will be sought
- d) Staff member receiving enrolment receives RPL application fee and provides the applicant with an RPL Kit
- e) Applicant completes and submits RPL Kit with portfolio of evidence
- f) Application forwarded to data entry personnel for data entry
- g) Application forwarded to Academic Director for assessment
- h) Evidence assessed by Academic Director (or authorised representative) and may or may not include:
 - Need of applicant to validate and/or to supply further evidence
 - Interview with applicant
 - Validation of evidence by Sage
 - Completion of challenge assessments
- i) Application endorsed by Academic Director (or authorised representative) with outcome and returned to data entry personnel
- j) Applicant notified regarding application outcome
- k) Application and evidence filed as per administration filing requirements

6. Authority

Authorised by the Academic Director