

## RPL RECOGNITION OF PRIOR LEARNING PP

RTO Standards 2015, 1.12

# APPLICATION FORM GUIDE

It is possible to apply to have previous study or experience recognised against units of competency within the qualifications listed on Latrobe College of Art & Design's scope of registration, based on past study or experience.

Current qualifications:

CUA51120 Diploma of Visual Arts  
CUA60720 Advanced Diploma of Visual Arts  
CUA50720 Diploma of Graphic Design  
CUA50920 Diploma of Photography and Digital Imaging

RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes.

Applicants who intend to enrol in study at LCAD must apply for any RPL one month prior to their studies commencing. Once they have started studying, they will be unable to apply for RPL.

RPL can only be claimed for a Study unit (which is made up of Units of Competency from the Diploma qualifications offered at LCAD). Partial RPL cannot be offered, and applicants are recommended to complete their study in the study unit.

Applicants seeking RPL for study or experience that is more than 8 years old, for the currency they must have more recent folio work and or experience to support their claim.

If the applicant disagrees with any negative outcome of an assessment of they have the right to appeal the decision. Please refer to the S2 Student Handbook online for more detail on the appeal process or ask the college for a copy of its S27.1 COMPLAINTS Academic Grievance policy and procedures.

What this evidence could be:

- Folio or examples of art or design work
- Certificates of Completion/Statement of Attainments of Formal courses or training programs undertaken.
- Proof of paid or unpaid work experience.
- Letters of validation (see Guidelines for Letters of Validation for details).
- Proof of community or voluntary work.
- Life experience (eg home duties, caring duties, travel).

### Procedure to apply for RPL:

1. Applicants must contact the college to arrange an interview with the course coordinator or delegated assessor. They will need to bring with them as much evidence as possible of work, study or experience to support their RPL claim. Ideally, the college would like to see the evidence submitted by the applicant's DROPBOX account. If not, the applicant can submit the work physically, but they will need to place it on DROPBOX before RPL can be awarded.

The applicant will be advised on the fees that will be charged for RPL recognition. See fees schedule further down.

During the interview, the assessor and applicant will complete the **S7 RPL APPLICATION FORM** together and the assessor will advise, dependent on sufficient evidence, which study units can be given recognition. The applicant is asked to be truthful in their comments, as they will be required to verify their claims.

If all the evidence is placed on DROPBOX and the applicant and assessor have signed the **S7 RPL APPLICATION FORM** the RPL has been completed.

### Guide For Assessors and Applicants:

A student must submit a folio work and other evidence as well as a Form and required documents to the college that will cover or be close to the Element Outcomes of the units in the qualifications that they are seeking RPL recognition.

The assessor and applicant select the appropriate STUDY UNIT for RPL below and the applicant is to read and answer all the questions. If the applicant or assessor is unclear about the meaning of the question relating to the ELEMENTS, they should refer to the **Unit of Competence's Performance Criteria** to gain clarity.

Collect and provide evidence to show that it meets ALL the items under ELEMENTS

The assessor will judge the level of depth and extension in the student's folio work and combined experience which

may or may not be related to their art experience, as well as the answers to the questions.

During the assessment, the assessor and applicant will use R7 RPL Application Form in conjunction with the **Study unit OUTLINE and Assessment Tools** as well as the Unit of Competency/ies to inform their decision.

The Study units are LCADs training OUTLINES that incorporate single or clusters of Units of Competency from the Training Package – CUA Creative Arts & Culture. A specific collection of Units of Competency makes up a qualification.

RPL will only be granted against the whole Study unit

Questions must be asked of the applicant's evidence:

- Authentic - the work or evidence must be the applicant's own work. The external referee check must be signed by an external person who can verify the authenticity of the work evidence.
- Current - show that the skills and knowledge within the evidence is current, or the applicant can perform the skills at this point.
- Sufficient - that there is sufficient evidence to determine competency and the evidence covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely \*task skills, task management skills, contingency management skills, and job/role environment skills (see guide note below).
- Valid - directly related to the current version of the unit of competency
- Reliable - (shows that the candidate consistently meets the endorsed unit(s) of competency)

When you have completed the above steps, organise, and photograph the evidence and place it your DROPBOX account (written work should be in Word or PDF format).

Assessment is completed is during the interview if the completed evidence is placed on Dropbox in full.

Once any RPL is approved the assessor completes the student's **S19.1 TASK Completion RECORD** and hands it admin to update to the applicant's database file.

If the applicant is enrolling at LCAD for training their results will appear on their next Transcript of Results issued at the end of every semester. If they are not pursuing study, they will be issued with a Statement of Attainment within 4 four weeks of assessment. This will either be sent by email or posted to their address.

### International Students

International students must attend class to study for 20 hours per week. If an application for RPL is successful it will mean that the student will need to take a replacement subject for the one/s credited through RPL to maintain their 20 hours per week contact.

RPL can only be given under these circumstances if the replacement study unit is at an appropriate study level, or if the college has a study unit available to be enrolled in.

If RPL is granted and the length of the course has been shortened any changes to the student's course duration must be via PRISMS.

### Fees

		Please tick which is appropriate to you
\$0	Students seeking RPL for study completed in earlier versions of the Diploma and Advanced Diploma quals at LCAD in the last 8 years will be given RPL on application if they are continuing their enrolment or returning to study at LCAD.	<input type="checkbox"/>
\$185 per term or study unit	Students seeking RPL for study undertaken or completed at LCAD prior to 8 years earlier and wish to re-enrol for study at LCAD.	<input type="checkbox"/>
\$385 per study unit	Students who Enrol to study at LCAD and who have completed part of a Diploma and Advanced Diploma quals elsewhere in the past 8 years and wish to have that study recognised for RPL.	<input type="checkbox"/>
\$585 per study unit	For applicants who have not studied Diploma and Advanced Diploma quals and wish to have their current or past experience assessed for RPL towards units in the Diploma of Visual Art.	<input type="checkbox"/>
Note	<i>Please note the above fees are per Study unit which is made up of single or clusters of Units of Competency from the qualification.</i>	
Note	<i>Vet Student Loans VSL is available for RPL for those that qualify.</i>	