



## **Recognition of Prior Learning Policy**

Guild Training is committed to the Principles of Recognition or Prior Learning (RPL) and Recognition of Current Competencies (RCC) and will provide all learners with access to these recognition and assessment services.

The underlying principle of RPL is that no learner should be required to undertake a subject/unit/module/competency in a course for which they are already able to demonstrate satisfactory achievement of the performance outcomes in. RPL involves the systematic assessment and acknowledgment of relevant and verifiable skills, knowledge and competencies.

Guild Training supports an approach which values all learning, however achieved, through an open and transparent approach to assessment and recognition. Guild Training recognises that learning takes place not only through formal studies at accredited institutions but also through activities such as employer-based training and development and relevant life experience.

This policy and procedure has been developed by the Pharmacy Guild of Australia (the Guild) as an all-inclusive document for delivery of training and assessment services in the state/territory Branches and should be read in conjunction with the individual state/territory Branch policies and procedures.

### **Procedure: actions and responsibilities**

<b>Action</b>	<b>Responsibility</b>
The National Secretariat is responsible for the development of RPL tools and assessments which are expected to be: <ul style="list-style-type: none"><li>• Offered at the time of enrolment or during the completion of a qualification or unit of competency.</li><li>• Conducted in a timely manner that minimises the time and cost to the learner.</li><li>• Fair, valid, reliable and flexible ensuring that there is no conflict of interest and that in all cases an independent assessment is made.</li><li>• Based on evidence that is current, authentic, reliable, valid and sufficient.</li></ul>	National Secretariat
The National Secretariat and State Branches are responsible for ensuring that all learners are provided with information and advice regarding RPL and the recognition process. Information is provided in: <ul style="list-style-type: none"><li>• Pre-Enrolment Information Guides</li><li>• Learner Handbooks</li><li>• Guild Training website</li><li>• RPL Instruction Guide</li></ul>	National Secretariat State Branches
Each potential or enrolled learner is supported and guided by Guild Training staff to complete the Recognition of Prior Learning Kit relevant to the level of the qualification that they are applying to gain recognition.  When a learner notifies Guild Training that they wish to undertake a Recognition of Prior Learning they are provided with an RPL kit to complete. Included with the RPL kit is instructions and information to assist them to complete the RPL Application. All learners are provided with a Guild Trainer who they can contact to discuss their application.	State Branches
On submission of the RPL kit the Guild Trainer will examine the evidence, document the evidence and identify the gaps. They will then highlight the questions that will be asked during the competency conversation that will close those gaps.	State Branches
Where an application for RPL is made on the basis of non-formal education, self-directed learning or previous work or life experiences, appropriate evidence will need to be provided for this. The onus shall be on the learner to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.	Learner

The Guild Trainer will then contact the learner and pharmacy to make an appointment to conduct the competency conversation. During this contact the Guild Trainer will explain the recognition process, outline the methods used to determine competency, clarify any issues, request a private area to undertake the RPL (if applicable) and explain the time requirements needed to complete this process.	State Branches
The Guild Trainer will review all the available evidence and evidence gathered during the competency conversation. From the evidence, the Guild Trainer will determine the units of competency for which the learner will gain recognition. When assessing credit for work or life experience, the following will be taken into account: <ul style="list-style-type: none"> <li>• Authenticity – the applicant has actually demonstrated the learning outcomes that are being claimed.</li> <li>• Currency – the learning outcomes are still valid and reliable.</li> <li>• Quality – the learning has reached the acceptable level.</li> <li>• Relevance – the learning is applicable to the subject claimed.</li> <li>• Transferability – the learning outcome can be applied outside the specific context in which it was learned.</li> <li>• Comparability – the assessment mechanisms adopted ensure that the prior learning is comparable in content and standard with the subject(s) in which credit is sought and the standards applied in assessing prior learning should not be greater than those required to pass the subject(s).</li> </ul>	State Branches
On completion of the RPL, the Guild Trainer will provide the learner with feedback regarding the process. The Guild Trainer will explain the process from this point and identify when the learner will receive notification of their results, their right to appeal a result and what will occur once the RPL has been completed.	State Branches
The results of the RPL are recorded in the student management system (WiseNet). All associated documentation is maintained in the learner's file.	State Branches
The RPK kit, learner's evidence and results will be retained in the learner's file for a minimum of seven years.	State Branches

#### Associated documentation

Pre-Enrolment Information Guide  
RPL Instruction Guide  
Guild Training website  
Learner handbook

#### Related topics

Credit transfer (Recognition)

#### References

##### Authority

National Training Manager – 03.03.2009  
National Training Manager – 15.06.2010  
National Training Manager – 29.07.2011  
Academy Compliance Manager – 23.10.2013  
Head – Guild Learning and Development – 16.11.2016  
Head – Guild Learning and Development – 12.11.2019  
RTO Compliance Manager – Membership, Learning and Development – 20.07.2020