



LAWGRACIA GLOBAL COLLEGE

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# **RECOGNITION OF PRIOR LEARNING (RPL) POLICY**

## **Purpose**

LawGracia Global College is committed to recognizing the skills and knowledge that students bring with them, regardless of how they were acquired. This policy outlines the procedures for recognizing prior learning and granting credit or exemption.

## **Scope**

This policy applies to all students, staff, and programs offered by LawGracia Global College.

## **Principles**

1. **Equity:** Ensure that all students have equal opportunities to demonstrate their skills and knowledge.
2. **Flexibility:** Provide flexible pathways for students to demonstrate their prior learning.
3. **Validity:** Ensure that prior learning is valid and relevant to the program or course.

## **RPL Procedures**

1. **Initial Assessment:** Students will undergo an initial assessment to determine their eligibility for RPL.
2. **Portfolio Development:** Students will develop a portfolio of evidence to demonstrate their prior learning.
3. **Assessment and Verification:** The portfolio will be assessed and verified by a qualified assessor.
4. **\_Credit or Exemption\_:** Students will be granted credit or exemption for units or modules where their prior learning is deemed equivalent.

## **Eligibility Criteria**

1. **Relevance:** Prior learning must be relevant to the program or course.

2. Currency: Prior learning must be current and not outdated.
3. Authenticity: Prior learning must be authentic and not plagiarized.

### **Review and Assessment Process**

1. Initial Review: The RPL Assessor will conduct an initial review of the student's portfolio within 5 working days of receipt.
2. Assessment and Verification: The RPL Assessor will assess and verify the student's portfolio within 15 working days of the initial review.
3. Outcome: The student will be advised of the outcome of the RPL assessment within 5 working days of the completion of the assessment.

### **Timelines**

The RPL process will be completed within the following timelines:

1. Initial Assessment: 5 working days
2. Portfolio Development: 10 working days
3. Assessment and Verification: 15 working days
4. Outcome: 5 working days

### **Advising Learners of the Outcome**

Students will be advised of the outcome of the RPL assessment in writing, and will include:

1. Credit or Exemption: Details of any credit or exemption granted
2. Rationale: A rationale for the decision
3. Appeals Process: Information on the appeals process

### **Responsibilities**

1. Centre Manager: The Centre Manager is responsible for overseeing the RPL process.

2. RPL Assessor: The RPL Assessor is responsible for assessing and verifying student portfolios.
3. Students: Students are responsible for providing evidence of their prior learning.

### **Record-Keeping**

All RPL records will be kept for a minimum of 3 years.

### **Review and Revision**

This policy will be reviewed and revised as necessary.