

The Performing Arts Conservatory

Performing Arts Education Pty Ltd trading as
ABN: 11 009772 481 RTO NO: 30372

Vocational Education Policy No.#20

Recognised Prior Learning

CEO

20170623

Authorizer

Approval Date

Marcus Hogan

Print Name

Signature

Version Control

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1. PURPOSE

This policy outlines the TPAC agreement to acknowledge and offer fair and timely pathways to ensure that any 'Recognition of Prior Learning' requirements for students against any accredited training currently offered

2. SCOPE

This policy applies to all prospective students for all accredited courses offered at TPAC.

3. DEFINITIONS OF TERMS & ACRONYMS

Acronym: TPAC = The Performing Arts Conservatory

Acronym: RPL = Recognition of Prior Learning

Acronym: DOL = Director of Learning

Acronym: ADOL = Assistant Director of Learning

Acronym: VET = Vocational Education Training

4. RESPONSIBILITIES AND ACCOUNTABILITY

In relation to all vocational education specific policy and procedure documentation operational within TPAC the CEO has ultimate responsibility for approving, updating and committing to all policy content and for setting and articulating TPAC's attitudes in relation to the same. In reviewing or amending any TPAC vocational education policy or procedure documentation, the CEO must consider any feedback provided by:

- TPAC Governing Board
- TPAC Vocational Heads of Department Council
- Administration Managers
- Other TPAC staff
- Any relevant documented submissions by students

The CEO will ensure all relevant staff and students are informed and aware of all current policy content that impacts on their work and or study life.

5. REFERENCES

- a) National Vocational Education and Training Regulator Act 2011
- b) Standards for NVR Registered Training Organisations 2012 (F2013L00167)

Policy Statement & Related Information

TPAC as a Nationally Recognised Training Organisation, will ensure:

- All clients will be advised of the following Recognised Prior Learning policy
- All applicants will receive a cost-free consultation with the CEO or relevant Director of Learning in relation to any RPL enquiry where they are made aware what current fees apply in relation to RPL's including re-activation of a lapsed application before being required to pay an application fee if they decide to pursue the RPL further
- All applications accepted for RPL status must have evidence gathering completed within the initial 12 weeks of the application date
- Should a 12-week period lapse with no correspondence received from the applicant occur, the file will automatically deactivate and be categorised as inactive
- All such files will be 'archived' for 12 months until a further application is sought, whichever is sooner
- Any applicants who begins a RPL but allow a 12-week period to lapse between submissions of RPL evidence will also cause their application to lapse
- All lapsed application will be subjected to a re-activation fee, which is half of the initial application fee
- Application of this policy remains at the discretion of Performing Arts Education Pty Ltd at all times all industry and government rules relating to the same notwithstanding

END DOCUMENT