STEP 1 – Recognition of Prior Learning (RPL)/Current competency - Initial Enquiry and Client briefing		
No.	**Who**	**Actions**
1.1	**Client**	a) Client makes an enquiry regarding RPL.
1.2	**Person Conducting Enrolment**	a) Discuss with the client to determine if the client already possesses certification documentation relevant to unit/modes from another RTO. b) If client already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer procedure below. c) If the client does not have certification documentation relevant to unit/modes from another RTO : a. Explain the process of RPL and requirements regarding assessment. b. Provide client with '**RPL Application form'**. c. Confirm and book a time for client to submit '**RPL Application form' with an Assessor.**
1.3	**Assessor**	a) Meet with client; accept **'RPL Application form'**. b) Review and discuss clients assessment requirements, including : i. Expectations of the client; ii. Types of evidence; iii. RPL assessment process; iv. Principles of assessment; v. Rules of evidence; vi. Submission timeframes. c) Confirm the units /modules the client is seeking to complete as RPL. d) Supply RPL information and documentation to client. e) Conduct an assessment briefing session with the client to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules. f) Complete **'Client Meeting Form'**. g) Provide **'RPL Application form', 'Client Meeting Form'** to Admin for Enrolment processing.

STEP 2 – RPL Assessment		
No.	**Who**	**Actions**
2.1	**Client**	a) Client completes all assessment requirements for each unit/module/cluster. b) Client takes and keeps a copy of the completed assessment prior to submission. c) Client submits assessment to their Assessor for marking.
2.2	**Admin**	a) Upon receipt of assessment submission, stamp/note the date the assessment was received. b) Enter the details of the assessment submission into : a. **Assessment Received Register**; b. Student information in VETTRAK c) Provide copy of unmarked Assessment to Assessor for marking.
STEP 3 – Making Assessment Judgement		
No.	**Who**	**Actions**
3.1	**Assessor**	a) Use the **Assessment Marking Guide** for the unit/module to assist with judgement. b) Where reasonable, if minor clarification is required from client to determine a successful outcome, contact the client by telephone and discuss. Make a note of the verbal discussion on the submission. c) Make relevant assessment judgement taking into account: a. Elements and performance criteria for the unit/module; b. Assessment requirements; c. Principles of Assessment; and d. Rules of Evidence; e. Competency standard required in the workplace. d) Complete all relevant documentation, including **Assessment Outcome Sheet**. e) Provide written feedback on assessment and **Assessment Outcome Sheet,** as appropriate. f) Contact/ Meet with the client, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate. g) Advise client of right to appeal. h) Complete **'contract record meeting'**. i) Forward all assessment documentation to Admin for processing.

STEP 4 – Processing Marked Assessments			
	No.	**Who**	**Actions**
	4.1	**Admin**	a) If Assessment judgement is “Not Yet Competent (**NYC**)”: i. File all Assessment documentation into **student file. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)** ii. Update client record in VETTRAK with assessment result. iii. Update the **Assessment Received Register.** b) If Assessment judgement is “CM”: i. Update client record in VETTRAK with assessment result. ii. Update the **Assessment Outcome Tracking Form** on the **Client File**. iii. Update the **Assessment Received Register.** iv. File all Assessment documentation onto **Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)** v. If Client is due for the Issuance of Certification Documentation, refer to **Certification Issuance Procedures.**
STEP 5 – Client completes further assessment submission			