



Preston Neighbourhood House Inc.

“Leading our community towards greater independence and quality of life.

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RECOGNITION OF PRIOR LEARNING

1. AUTHORISATION

The Preston Neighbourhood House Committee of Management adopted this policy for 2009.

2. REVIEW DATE

This policy shall be reviewed on or before December 2011

3. SCOPE

To whom does this policy apply and when?

- *Participants, staff and tutors engaged in the daily business of Preston Neighbourhood House.*

This policy is explained through:

- Equal Opportunities and Non-Discrimination Policy,
- Managing Diversity Policy
- Professional Development Policy.
- Enrolment
- Charter of Human Rights

In addition, reference should be made to:

- Grievance
- Fees and Charges
- Code of Practice
- Quality Training and Assessment

4. DEFINITIONS

Words or phrases that are special to this policy or procedure, which might be unfamiliar or misinterpreted.

- This policy refers to the Rights and Responsibilities of all stakeholders engaged in the daily operations of Preston Neighbourhood House.
- It encourages tolerance and acceptance of diversity within our House community.
- It supports the Equal Opportunity and Non-discrimination policies of Preston Neighbourhood House.

- It acknowledges the role of Preston Neighbourhood House in supporting our learners and participants broaden their experiences.

Reflected in this plan are the following fundamental beliefs:

- We will be successful by understanding and being responsive to the needs of individuals, families and groups in our community.
- We recognize that effective community ownership and management of the organization will enhance our success.
- We are driven by the desire to achieve quality in all our services.
- We respect the dignity and recognize the merit of each member of our community and will ensure the house is free from discrimination on the grounds of race, religion, gender or disability.
- We are responsible for the safety of staff, volunteers and participants.

5. POLICY

VALUES

MISSION STATEMENT:

“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”

PURPOSE

One of the key goals of the Preston Neighbourhood House is to strengthen our focus on learners and participants.

The values of quality services and respect for an individual’s life journey underpin this goal.

The policy will support the above goal by recognizing an individual’s prior learning both formal and informal and increase the flexibility of learning options.

◆ General principle

Preston Neighbourhood house will ensure those students are fully and clearly informed about the availability of Recognition of Prior Learning and the process involved.

Recognition of Prior Learning will be available to students in accordance with need; and may be undertaken at any time.

◆ Objective

To provide a fair process of assessing formal and informal learning which demonstrate competencies in the unit for which RPL is sought.

◆ Access to Recognition of Prior Learning

Staff will ensure that procedures are in place to enable students in access this service.

Students will be made aware of their right to access Recognition of Prior Learning at the earliest possible opportunity.

6. PROCEDURES

The Recognition of Prior Learning procedure will also include appropriate training and provision for support from PRACE staff.

If staff are unable to conduct Recognition of Prior Learning they will endeavour to locate an alternative service for the procedure.

Students are to complete a Recognition of Prior Learning request form, (**Appendix A**) and submit this together with the relevant fee (as set out in the Fees & charges Policy) and evidence folio.

The Manager or his/her nominated officer, together with a person qualified to deliver the course will meet with the applicant to assess competencies.

The assessment will be conducted as specified in the Curriculum Training Package and the assessment strategies developed for that course.

The Recognition of Prior learning assessment form (**Appendix B**) will be completed and signed by both assessors.

Students who are assessed as having the required competencies will be provided with a Statement of Attainment.

Recognition of Prior Learning is only to be provided for complete modules or parts thereof.

7. IMPLEMENTATION SUPPORT

7.1 COMMITTEE STRUCTURE

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

7.2 KEY RESPONSIBILITIES AND AUTHORITIES

- * The Manager will be responsible to work with staff to ensure this policy is implemented within the centre.
- * The policy may be viewed in the centre's Policy Book.
- * The Committee of Management must formally approve any alterations to this policy and set due dates for review.

8. EVALUATION

- * Is the policy being successfully implemented?
- * Have any implementation issues occurred which need to be referred to C.O.M.

