



RECOGNITION OF PRIOR LEARNING (RPL)

If a person considers that they have already acquired the competencies of the specific ISA training program, they may apply to have these skills recognized.

The RPL Assessment is carried out when the applicant provides evidence of the relevant competencies, completes the RPL Application form and forwards this with any fees required by the organization for processing.

HOW CAN RPL BE RECOGNIZED?

There are many ways that you can show evidence of the competencies you hold. However, RPL can only be granted on current evidence, that is, work that has been completed within the last four years. Some examples of evidence that can be provided to demonstrate your competencies include:

- Copies of certificates or qualifications achieved from other courses or schools
- Statements outlining courses and/or study that you have undertaken and the learning outcomes/competencies achieved from these
- Resume/ CV of experience
- Reports from people within your sport
- Relevant work samples e.g. training programs, videos of your coaching
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

RPL PROTOCOL

The following procedure must be followed when a person wishes to obtain RPL.

Step 1 – Complete RPL Application and send to ISA Presenter

Applicants must gather all relevant supporting documentation and complete the RPL Application. Forward this with supporting documentation to the ISA Official Course Presenter.

RPL Application Checklist

- Completed Section 1 of RPL Application
- Provided comprehensive evidence for all competencies in Section 2
- Satisfied all the requirements in Section 3
- Read and signed the ISA Coaching & Instructing Code of Ethics
- Submitted relevant payment

Step 2 – ISA Presenter Assessment

The application will be reviewed by an RPL assessment panel. The panel will compare the evidence provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements. The panel should check that the evidence submitted conforms to the following RPL/RCC principles:

- Validity - Is the evidence relevant?

- Sufficiency - Is there enough evidence?
- Authenticity - Is the evidence a true reflection of the candidate?
- Currency - Is the evidence recent? ie. Obtained within four years?

The RPL assessment panel will complete and return the assessors' reports with recommendations for the applicant.

In the event of partial completion of the competencies, the panel will outline which competencies still need to be achieved, and preferably what evidence is still required.

Options include:

- Supply further supporting documentation
- Complete certain assessment activities
- Complete parts of a training program
- Work with a mentor to obtain the required competencies

Step 3 – Notification

The applicant will be notified of the decision within two months of receiving the application.

Step 4 – Appeal

The applicant has the right to appeal the RPL assessment panel's decision, if they believe the decision is unfair, unjust or if the panel has misinterpreted the evidence. In the case of an appeal, a new assessment panel will be established. The new assessment panel will review all material available and make a decision. The RPL review assessment panel will notify the applicant of the decision within two months of receiving the appeal. The decision of the RPL review assessment panel will be final.

Step 5 – Payment

Successful applicants for RPL must pay the Course Fee as determined by the ISA Presenter.

Step 6 – Recognition by the ISA

For all successful and paid applicants, the ISA Presenter will:

- Submit all documentation to the ISA for review.
- Within 10 business days of receiving documentation and fee payment from the ISA Presenter, the ISA will update the ISA Coaching & Instructing Register on the website to reflect your status and send your Certificate and Wallet card to the Presenter for distribution.