

Document

STUDENT RPL

NIET (AAI) Staff

Academic Coordinator provide student support with RPL process

RPL Assessor (Academic position) provide student support with content

All Student Course Enquiries, website or direct contact, receive or can access RPL Student Guide

RPL Student Information

Further enquiries regarding RPL process

CB Contact Person: Academic Coordinator/Assessor

Student DECISION Progress RPL Application

NO

Study Option

YES

RPL Application Form

Student completes RPL Application form

RPL Assessor assists student and ensures Application is fully completed

Student returns completed RPL Application form to RPL Assessor

RPL Assessor acknowledges receipt of application form to student

Assessor reviews RPL Application

Assessor provides feedback to student re: options for study

Study Option

Student enrolls in study option

DECISION Accept or Reject RPL Application

REJECT

ACCEPT

Acceptance of RPL Application Email

Assessor sends ACCEPTANCE email to student and Academic Coordinator

Works with assessor to organise appointment for RPL Action Plan meeting with assessor

RPL assessor organises RPL Action Plan meeting with student

RPL Action Plan

Complete and commit to the RPL Action Plan with the assessor

RPL Action Plan meeting for Assessor and student

RPL Portfolio

Completes RPL Portfolio

Student Support:  
• Process - Academic Coordinator  
• Content - RPL Assessor

Student sends RPL Portfolio to RPL Assessor

RPL Assessor acknowledges receipt of RPL Portfolio

RPL Assessor reviews portfolio  
• may contact student directly for more information through review  
• request appointment for Professional Conversation

RPL Assessor organises professional conversation with student

RPL Professional Conversation

Contributes to RPL professional conversation

Professional Conversation - Identification of competency and/or knowledge and skills gaps

RPL Assessment Decision

Assessor makes assessment decision and communicates with student and Academic Coordinator

Academic Coordinator finalises results, filing etc and sends evaluation forms to student and assessor

Student Feedback on RPL Experience

Student provides feedback on RPL process, support, decision

Assessor provides feedback

Assessor Feedback on RPL

Academic Coordinator provides feedback

Coordinator Feedback on RPL Experience

Academic Coordinator collates feedback and forwards to Academic Director

