CRICOS Provider No. 00103D | RTO Code 4909

# **Higher Education Recognition of Prior Learning (RPL) Template for Assessing Evidence**

## Version 1.1 – 13.3.24

Reference: Supporting document in the [*Higher Education Recognition of Prior Learning (RPL) Procedure (AG2081).*](https://policy.federation.edu.au/academic_governance/policy/ch02.php) *For specific instructions regarding assessing Recognition of Prior Learning evidence artefacts, please see Section 2B, Number 2.*

# **Purpose of this Higher Education Recognition of Prior Learning (RPL) Template for Assessing Evidence**

The purpose of this document is to provide a consistent process for demonstrating academic decision making of RPL evidence as part of RPL application

* Note 1: An applicant may choose to demonstrate satisfactory achievement of several learning outcomes within one piece of evidence
* Note 2: The authenticity of the evidence will be closely reviewed. Where there are suspected academic misconduct practices, the assessor may request further evidence prior to completing this assessment. The assessor is encouraged to review the [Academic-Misconduct-Determination-Guide-V8-6-4-23.pdf (federation.edu.au)](https://policy.federation.edu.au/forms/Academic-Misconduct-Determination-Guide-V8-6-4-23.pdf) to ensure awareness of such practices.

# **Applicant, Course and Unit Details**

|  |  |
| --- | --- |
| Applicants Name |  |
| Course Name |  |
| Unit Code |  |
| Unit Title |  |
| Notified date to review evidence  |  | **Date of assessment completed and notifying** [**Student HQ**](https://federation.service-now.com/fed_esc?id=emp_taxonomy_topic&topic_id=6d8eea8c875c79903d20450a0cbb351d) |  |
| Course Coordinator name\* |  |
| Assessor name\*\* |  |

*Note: \* - The Course Coordinator may request a specific lecturer to assess the full or partial evidence files. In this case the evidence assessor name may differ from the Course Coordinator*

# **Learning Outcomes relevant to the Unit:**

*Please paste them the relevant learning outcomes here. Ensure they are clearly labelled. These numbers are referred in the Table 1.0 – Assessment decision making as part of evidence review*

*Note 1: Please add additional learning outcomes in the Table 1.0 – Assessment decision making as part of evidence review (as required)*

* *Knowledge*
* *Skills*
* *Application of Knowledge and Skills*

|  |  |
| --- | --- |
| Table 1.0 – Assessment decision making as part of evidence review |  |
| Knowledge (K) |
| Learning Outcome aligned to current Unit Outline  | List the evidence type aligned to specific Learning Outcome(See table in the Procedure) | Comments documented by the assessor specific to the learning outcomes and the evidence provided by the applicant  | Is the evidence satisfactory? (Y/N) | Additional advice to the applicant is required (Y/N) |
| K1 |  |  |  |  |
| K2 |  |  |  |  |
| K3 |  |  |  |  |
| K4 |  |  |  |  |
| K5 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Overall Comments:* *Please describe overarching comments specific to the evidence provided. Where additional evidence is required to meet the learning outcome threshold, please provide feedback and advice to the student.*
* *Where the assessor changes between learning outcomes, please clarify this.*
 |
| Skills (S) |
| Learning Outcome aligned to current Unit Outline  | List the evidence type aligned to specific Learning Outcome(See table in the Procedure) | Comments documented by the assessor specific to the learning outcomes and the evidence provided by the applicant  | Is the evidence satisfactory? (Y/N) | Additional advice to the applicant is required (Y/N) |
| S1 |  |  |  |  |
| S2 |  |  |  |  |
| S3 |  |  |  |  |
| S4 |  |  |  |  |
| S5 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Overall Comments:* *Please describe overarching comments specific to the evidence provided. Where additional evidence is required to meet the learning outcome threshold, please provide feedback and advice to the student.*
* *Where the assessor changes between learning outcomes, please clarify this.*
 |
| Application of Knowledge and Skills (ASK) |
| Learning Outcome aligned to current Unit Outline  | List the evidence type aligned to specific Learning Outcome(See table in the Procedure) | Comments documented by the assessor specific to the learning outcomes and the evidence provided by the applicant  | Is the evidence satisfactory? (Y/N) | Additional advice to the applicant is required (Y/N) |
| ASK1 |  |  |  |  |
| ASK2 |  |  |  |  |
| ASK3 |  |  |  |  |
| ASK4 |  |  |  |  |
| ASK5 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Overall Comments:* *Please describe overarching comments specific to the evidence provided. Where additional evidence is required to meet the learning outcome threshold, please provide feedback and advice to the student.*
* *Where the assessor changes between learning outcomes, please clarify this.*
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