



Compliance and Administration: Recognition of Prior Learning & CT Policy and Procedure 1-1005

Policy

Migrant Resource Centre North West Region (MRCNWR) recognises the skills, experiences and formal and informal training and development of individuals gained in all states and territories of Australia and across the world.

This policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised.

Objective

The Training and Compliance Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implementation. The Training and Compliance Manager is required to notify the RPL Assessor, on receipt of a completed RPL Application of a student, of the need to verify an RPL applicant's employment history and experience. (See comprehensive procedure)

The RPL Assessors role is to ensure that each Recognition of Prior Learning applicant's prior learning and experience is reliable and authentic.

The RPL Assessor will measure each individuals experience for currency, so as to better enable a more holistic assessment that takes into consideration an individual's skills, experience and formal and informal learning.

1.0 Purpose

- 1.1 This procedure explains the process of applying for and granting Recognition of Prior Learning and Credit Transfer (RPL & CT).

2.0 Responsibility

- 2.1 The Training and Compliance Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

3.0 Requirements

- 3.1 Recognition of Prior Learning (RPL) must be structured to minimize the cost and time to applicants whilst retaining the integrity required by the AQTF Essential Conditions and Standards for Continuing Registration to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents, the Principles of Assessment and the Rules of Evidence.
- 3.2 Credit Transfer is granted when a student presents with a Statement of Attainment from another RTO.
- 3.3 The MRCNWR must ensure that any applicant RPL is provided with:
 - Information about the units and performance criteria relevant to their RPL application;
 - Adequate information and support to enable them to gather reliable evidence of competency;
 - Opportunities to obtain feedback on the evidence proposed prior to finalisation of the application.
- 3.4 Competencies for which RPL is being requested may have been developed through formal education and training, through work experience or training or through life experiences.



Compliance and Administration: Recognition of Prior Learning & CT Policy and Procedure 1-1005

- 3.5 Qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised in the RPL and CT process.
- 3.6 A written statement from an appropriate supervisory person is required to confirm authorship of any work submitted.
- 3.7 It is accepted that RPL is an assessment of an individual's current knowledge, skills and attitudes even though the evidence produced in support of the claim for RPL may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current competency in accordance with the Principles of Assessment and the Rules of Evidence.
- 3.8 Students who are eligible for Credit transfer are not be required to undertake a RPL process but must present with Statement of Attainment from another RTO.

4.0 Definitions

- 4.1 Recognition of Prior Learning is the formal acknowledgement of current skills, knowledge and attitudes held as a result of education and training, work experience and/or life experience, it is essentially an assessment only pathway in the VET system.
- 4.2 In this procedure the term "unit" encompasses Units of Competency from a Training Package and Modules from an accredited course.

5.0 Method

- 5.1 The MRCNWR Assessment Policy, RPL Policy is to be followed when undertaking RPL assessments
- 5.2 RPL applications are made using the student RPL application form to collect general information about the applicant's background.
- 5.3 Prior to the RPL application being completed and accepted, the MRCNWR will provide the RPL applicant with access to the relevant units.
- 5.4 Prior to the RPL application being completed and accepted, the MRCNWR will meet with the RPL applicant to:
 - Explain the RPL process to the applicant;
 - Review the units the applicant is considering applying for;
 - Review the evidence the applicant has to support the RPL application; and
 - Provide advice to the applicant on how to collect and present evidence to support their application.
- 5.5 The student RPL application form should be completed and forwarded to the Training and Compliance Manager along with the RPL application fee.
- 5.6 A copy of the student RPL application form and all verified supporting documentation will be placed on the student file.
- 5.7 The MRCNWR will review the RPL application and advise the RPL applicant which units the MRCNWR considers RPL is applicable to and the reason why.
- 5.8 The RPL applicant will be given an opportunity to amend their RPL application if they so choose.
- 5.9 Whatever the MRCNWR view, it is entirely the applicant's decision as to which units they will submit an RPL application for.
- 5.10 Once the RPL application is finalised by the student the RPL fee paid is not refundable.
- 5.11 Once the RPL application has been reviewed and finalised the MRC NW will appoint qualified assessors to:



Compliance and Administration: Recognition of Prior Learning & CT Policy and Procedure 1-1005

Arrange the RPL assessment schedule with the applicant;

Conduct the RPL assessments by:

- i) using the evidence of competency provided by the applicant, and matching the evidence against the unit elements, performance criteria, skills, knowledge, range statement and evidence guide; identify areas of competency which in the assessors opinion are met by the evidence provided;
- ii) as a corollary of step i) identifying competency, knowledge or skill gaps in the evidence provided by the candidate and providing guidance and an opportunity for the candidate to supply additional evidence of competency;
- iii) Using components of the MRCNWR assessment tools to provide evidence of competency where gaps still remain. The components of the MRCNWR assessment tools to be used in this step will be determined by the remaining gaps in competency identified by the assessor and using the assessment mapping tool which is available for each unit to identify the relevant components of the MRC NW assessment tools.

When evidence gathered is outside the parameters and response guide of the MRCNWR assessment tool, as in step i) above, the assessor is to:

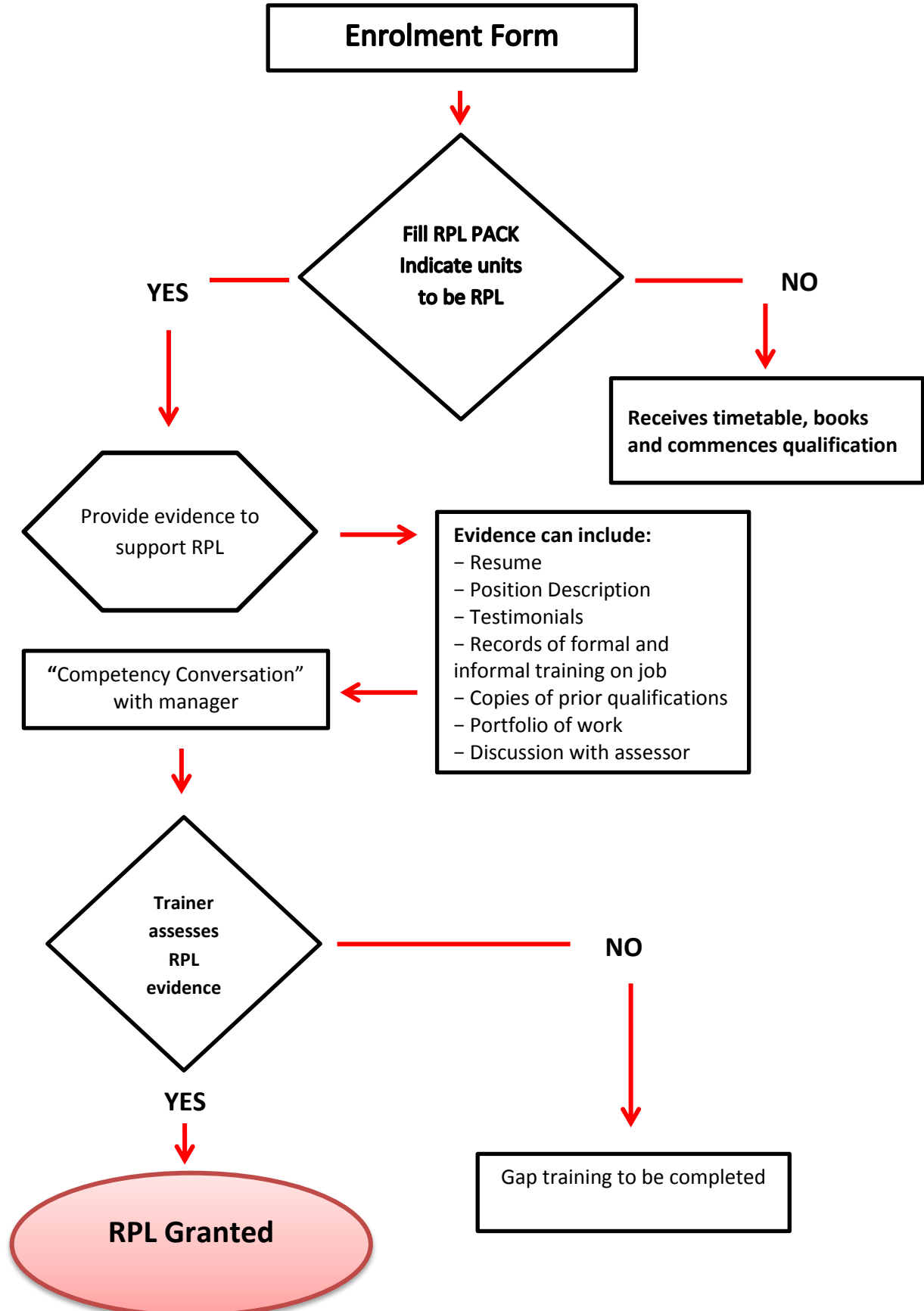
- i) amend the MRCNWR assessment mapping document to map the new evidence provided by the RPL applicant
- ii) Record details of the new evidence provided on the MRCNWR RPL Assessment Form.
- iii) Note on the MRCNWR Assessment Summary / Cover Sheet that additional evidence has been gathered, recorded on the RPL form and mapped on the MRC NW assessment mapping document for the unit.
 - Ensure the Principles of Assessment and the Rules of Evidence are followed in undertaking the RPL assessments;
 - Complete the assessment forms for each unit;
 - Provide feedback to the applicant for each assessment outcome;
 - Complete and sign the Student RPL application form indicating the assessment outcome for each unit;
 - Advise the Administration/Training and Compliance Manager of the outcome of the RPL assessment application. Further information or an interview with the student may be required before evaluation of the application is completed.

- 5.12 Students will be advised promptly of the decision and required to sign and date the record of RPL granted on the Student RPL application form
- 5.13 RPL application documentation, assessment processes and outcomes will be placed in the applicants file.
- 5.14 Granting of RPL must be recorded as a unit outcome in the students file.
- 5.15 Student's individual Workplace Record Book s will be adjusted to reflect any RPL granted.
- 5.16 Students may use the MRCNWR Grievance, Complaints and Appeal policy & procedure if dissatisfied with the outcome of their RPL applications.



Compliance and Administration: Recognition of Prior Learning & CT Policy and Procedure 1-1005

RPL Procedure





Compliance and Administration: Recognition of Prior Learning & CT Policy and Procedure 1-1005

The assessment process will:

- a) Cover the broad range of skills and knowledge needed to demonstrate competency
- b) Integrate knowledge and skills with their practical application to assess competency
- c) Perform judgments to determine an individual's competency
- d) Be monitored and reviewed to ensure that there is consistency in the interpretation of evidence
- e) Cover both on and off the job components of training
- f) Provide for the recognition of competencies no matter how, where or when they have been acquired
- g) Be accessible to individuals so that they can proceed readily from one competency standard to another
- h) Be equitable to all groups and individuals
- i) Ensure that criteria for judging performance will be made clear to all individuals seeking assessment
- j) Be participatory – the process of assessment should be jointly developed and agreed between the assessor and the candidate
- k) Perform a referee check to confirm the authenticity of evidence
- l) Allow individuals to challenge assessments and provision will be made for reassessment in accordance with the Grievance, Complaints and Appeals Policy.

National Recognition

MRCNWR will, when presented with qualifications and/or statements of attainment of qualifications or part thereof completed at other Registered Training Organisations (RTO), recognise that these are part of the Australian Qualification Framework and will ensure these form part of the clients' pathway to the qualification within the guidelines.

RPL Fees

The fees for RPL are:

- a) \$100.00 per unit

No Certificates or Statements of attainment will be issued until all fees are paid.



Compliance and Administration: Recognition of Prior Learning & CT Policy and Procedure 1-1005

Document Control

Policy Number:	1-1005
Policy Owner:	Executive Officer
Version No:	V1.0 30.9.2016
Date Approved:	
Review Due To:	Legislative Change
Next Review Due:	September 2017
Compliance/Standard Reference	Standards for Registered Training Organisations 2015: Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses
Electronic Record:	

Revision Record:

Date	Version	Revision description
30/09/2016	V1.0 30.9.2016	MRC NWR major review of all policies and procedures against AQTF Essential Conditions and Standards for Registered Training Organisations