

Recognition of Prior Learning Policy

1.0 Purpose

- 1.1 This procedure explains the process of applying for and granting Recognition of Prior Learning (RPL) and the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (where applicable).

2.0 Definitions

- 2.1 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

CMI recognises the prior learning of students based on:

- previous training, (includes overseas qualifications);
- formal study and acquisition of a qualification and statements of attainment from another RTO;
- practical experience in a work environment;
- projects undertaken; and
- life experience.

3.0 Responsibility

- 3.1 The CEO or RTO Manager is responsible for the implementation of this procedure and to ensure that staff and Candidate are aware of its application and that staff implement its requirements

4.0 Requirements

- 4.1 Student must apply for RPL by filling Recognition of Prior Learning (RPL) form before enrolment but no later than 2nd week of the commencement of the studies. Recognition of Prior Learning Fee is \$200 per unit.
- 4.2 Recognition of Prior Learning must be structured to minimize the cost and time to applicants whilst retaining the integrity required by the AQF to recognize competencies in accordance with the requirements of Training Packages or Curriculum documents.
- 4.3 All staff including coordinators, trainers and student Support team will be provided with information about the RPL application process to assist students in completing applications.
- 4.4 The provider must ensure that any applicant for Recognition of Prior Learning is provided with
- Information about the competencies and performance criteria relevant to their Recognition of Prior Learning 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
- 4.5 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.
- 4.6 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 recognition may be drawn from the past. It is up to the RPL assessor to judge whether the evidence produced demonstrates current knowledge, skills and attitudes
- 4.7 Candidates who are eligible for credit transfer are not required to undertake a RPL process. Refer to the credit transfer policy.

5.0 Method

Prior to commencement a review of each Candidate's previous education, training and work experience will be conducted in order to determine if there is a need to recognise existing competencies through recognition of prior learning and / or national recognition.

- 5.1 The CMI's Assessment Policy is to be followed when undertaking RPL assessments
- 5.2 Students will be advised that RPL is available prior to enrolment through the student handbook, website and students will also be made aware of the ability to apply for RPL at the time of course enrolment and during the induction.
- 5.3 Students are requested to apply for RPL before enrolment but no later than 2nd week of the first term of study in their enrolled course.
- 5.4 An RPL application for students will include all relevant evidence of work experience and where the learning has occurred. Applications will not be accepted unless all required information is included. Students who request an RPL assessment will be advised of the evidence required and suggestions on how to obtain it (e.g., supervisor evidence, previous projects, transcripts of qualifications completed, work experience, in-service training, distance education or open learning, community- based learning, or overseas education, training or experience etc.)
- 5.5 Prior to the RPL application being completed and accepted, we will provide the RPL applicant with access to the relevant units;
- 5.6 Prior to the RPL application being completed and accepted, A trainer / assessor from our Institute 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.
- 5.7 The Candidate RPL application form must then be completed and forwarded to the RTO/ Training Manager.
- 5.8 A copy of the Candidate RPL application form and all verified supporting documentation will be placed on the Candidate's file.
- 5.9 In a situation, where the applicant is applying for RPL and is unable to provide sufficient evidence, applicant has to undertake all the tasks/assessments for the unit(s) of competency he is applying the RPL for. If these tasks are granted competent, it will be considered as an evidence for RPL application.
- 5.10 A trainer / assessor from our Institute will review the RPL application and advise the RPL applicant which units they consider RPL is applicable to and the reason why.
- 5.11 The RPL applicant will be given an opportunity to amend their RPL application if they so choose.
- 5.12 Whatever the trainer / assessor from our Institute advice is, it is entirely the applicant's decision as to which units they will submit an RPL application for.
- 5.13 Once the RPL application has been reviewed and finalised the Institute will appoint qualified assessors to:
 - 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 if 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;
 - Using components of the Institute assessment tools to provide evidence of competency where gaps still remain. The components of the Institute assessment tools to be used in this step will be determined by the remaining gaps in competency identified by the assessor.
 - When evidence gathered is outside the parameters and response guide of the Institute assessment tool, as in step i) above, the assessor is to:

- iii. amend the Institute assessment mapping document to map the new evidence provided by the RPL applicant
 - iv. record details of the new evidence provided on the Institute RPL Assessment Form
 - v. note on the Institute Assessment Summary / Cover Sheet that additional evidence has been gathered, recorded on the RPL form and mapped on the Institute 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 Candidate RPL application form indicating the assessment outcome for each unit
 - Advise the Candidate Administrator of the outcome of the RPL assessment application. Further information or an interview with the Candidate may be required before evaluation of the application is completed

- 5.14 Candidate will be advised promptly of the decision and required to sign and date the record of RPL granted on the Candidate RPL application form
- 5.15 RPL application documentation, assessment processes and outcomes will be placed in the applicants file.
- 5.16 RPL process is provided at no extra cost to the Candidate.
- 5.17 Granting of RPL will be recorded as a unit outcome in the Candidate's file.
- 5.18 Candidate's individual training plans will be adjusted to reflect any RPL granted.
- 5.19 Candidate may use our Institute appeal procedures if dissatisfied with the outcome of their RPL applications within 14 days of receiving the RPL outcome.

6.0 National Recognition

- 6.1 Applicants for National Recognition must complete the Candidate national recognition application form, attach a certified copy of a verified Award or Statement of Attainment and submit the application to the Training Manager.
- 6.2 The Training Manager must check the Award or Statement of Attainment and grant national recognition for identical units that have been identified as being completed at another Registered Training Organisation.
- 6.3 Verified copies of Qualifications and Statements of Attainment used as the basis for granting National Recognition must be placed in the Candidate files
- 6.4 The completed National Recognition record must be signed by the Candidate and the Training Manager
- 6.5 Granting of National Recognition must be recorded as a unit outcome in the Candidate's file
- 6.6 Candidate's individual training plans will be adjusted to reflect any National Recognition granted.
- 6.7 Candidate may use our Institute appeal procedures if dissatisfied with the outcome of their National Recognition applications.