



## **RECOGNITION OF PRIOR LEARNING POLICY**

### **PURPOSE**

The purpose of this policy is to ensure that the process and procedure for applying Recognition of Prior Learning is implemented and the decision to award RPL towards a Course at MIV is based on clearly defined and transparent guidelines that ensure all students are treated equitably and through a process that is academically defensible.

### **SCOPE**

This Policy applies to all VET Courses at MIV.

#### **1. POLICY**

It is a requirement that all students enrolling in a VET Courses at MIV will be considered in light of their demonstrated prior experience and skills.

#### **REQUIREMENT:**

- The Operations Manager will assess the Application Form (prior to enrolment) and Training Need Analysis (at the time of enrolment) to identify any existing skills and knowledge.
- The students can apply for RPL before or after the Letter of Offer is issued. If it is applied for after the Letter of Offer is issued it should be applied within 2 weeks of the Course Commencement date.
- Any change to the duration of the Course will be reported, through PRISMS, within 14 days of the decision to grant the RPL.
- Please note that the student must continue to attend classes as per timetable until the RPL application outcome is approved by MIV.
- MIV will provide Support and guidance in completing Recognition of Prior Learning Candidate Kit.
- The opportunity to obtain feedback and/or further information on completing all aspects RPL Application prior to submission.
- The RPL process will be structured in a way that minimizes cost, time and effort to both the applicant and MIV whilst retaining SRTOs and Training Packages requirements.



- MIV will ensure that the students are provided with all the information required:
  - Information on Qualification, Units of Competency, Performance Criteria and RPL process, prior to submitting an RPL application.
  - Application Forms (Self-Assessment Questionnaire and Recognition of Prior Learning Candidate Kit).
  - Information on all aspects of collecting and presenting consistent and reliable evidence required for the purpose of demonstrating current skills and knowledge gained which could have been obtained through formal/informal education/training, work experience or life experiences (e.g. Third party reports, references letters, portfolios, and informal/formal courses transcripts/certificates).
  - Support and guidance in completing the Recognition of Prior Learning Candidate Kit.
  - The opportunity to obtain feedback and/or further information on completing all aspects of the RPL application prior to submission.
- All documentary evidence of training including: work experience or other relevant documents (e.g. Certificates/Diplomas, personal or work references and licenses) submitted, and which claim skills and knowledge gained, must be in English and must be signed and sealed by the appropriate organisation/company representative (e.g. CEO Director, Operations Manager or Training Coordinator). If original evidence submitted was issued in a language other than English then a “Certified English” translation compiled by a registered translation service or professional will be required.
- Once the RPL application is submitted and received by MIV the application will be checked and verified by Administration Department for content to ensure that all details of the applicant, course, and units of competency, evidence and payment are correct. MIV shall endeavour to inform the applicant within ten (10) working days of receiving the application with:
  - any inconsistency or erroneous data/information supplied;
  - any evidence material supplied which does not fulfill the evidence requirements.
- On successful completion of the RPL application check, the RPL application will be forwarded to the Training Coordinator who forwards it to the assessor.
- The assessor will then proceed to assess and judge the RPL application with the information obtained from the RPL application, the self-assessment questionnaire, the RPL conversation,



practical test(s) and any other evidence provided or obtained, including third party reports or advice from supervisors.

- The assessor shall endeavour to assess (within 28 working days) the RPL application a qualification or unit of competency.
- A maximum of 40 days should be allocated to finalise the RPL application. If further time is required, MIV must inform the student in writing about the delay in processing the application.
- The applicant is advised of the RPL application outcome and of MIV *Complaint and Appeal Policy and Procedure* (only if unsuccessful).
- All the records of RPL will be maintained on individual student file.
- Data to be entered on the Student Management System (JobReady) once RPL process completed.

## 2. RELATED DOCUMENTS

- Recognition of Prior Learning Candidate Kit.



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