

<b>Policy Title</b>	Recognition of Prior Learning Policy
<b>Policy Owner</b>	RTO Manager

## OBJECTIVE

MSAC Institute of Training recognises students may be competent in all or part of a qualification having acquired skills and knowledge through recent life experiences and other sources of study. To foster positive lifelong learning, MSAC Institute of Training recognises this prior learning proactively.

## SCOPE

This policy applies to all students.

## POLICY

Through completing the pre-training review, MSAC Institute of Training employees will proactively uncover previous experience a student has acquired over their career and request they apply for Recognition of Prior Learning.

During enrolment into the qualification, if a student is recommended to apply for RPL of an *entire qualification* the fee is 50% of the proposed Fee for Service fees. Should the student then not qualify for the unit or units in the application for RPL, then they will be required to pay for that specific unit separately at the normal Fee for Service rate.

Students applying for individual units will be charged at the full fee for service rate for that unit. RPL is managed on a case by case basis on circumstances presented in pre-training review.

## PROCEDURE

- Post identification at Pre-Training Review that a student should apply for RPL, the student will be given the **RPL Information Kit** to review and complete the Self-Assessment. Should they wish to continue, please proceed to next step
- RPL applications for whole qualifications and for individual units are to be made using the RPL Application Form
- The student will be provided with advice on completing the RPL Application Form and gathering reliable evidence, the RTO Coordinator will organize an appointment with the student and trainer/assessor
- The RPL Application Form should be completed and forwarded to the RTO Coordinator together with the required fee
- The student will submit evidence by the agreed timeframe
- The trainer/assessor will assess the completed RPL Application and the student will be advised of the decision within 2 months.

- If further information or an interview is required, this will be organised by the trainer/assessor through the RTO Coordinator
- The completed RPL record must be signed by both the student and the trainer/assessor
- Any more than 2 submissions of evidence will incur extra fees.

## EVIDENCE REQUIREMENTS

As per the Australian Qualifications Framework and standard 1 clauses 1.8, students must submit evidence that is valid, sufficient, authentic and current. As a result of this clause, MSAC Institute trainer/assessors will suggest evidence such as:

- A current CV/Resume
- Documents from a current workplace no older than 2 years
- Examples of emails and or communications submitted no older than 2 years

For a full list, contact the RTO Coordinator

## RESPONSIBLE PARTIES

The MSAC Institute of Training RTO Coordinator is responsible for reviewing all RPL applications and assessing their success.

During the Pre Training Review the RTO Sales Coordinator/ RTO Coordinator is responsible for ensuring all students are aware of the option for RPL and have access to the **RPL Kit and Application Form** should they wish to apply.

## CONTINUOUS IMPROVEMENT OF POLICY

This Recognition of Prior Learning policy and accompanying procedures for vocational education and training systems of the organisation will be continuously implemented and reviewed for areas of improvement. The policy and accompanying procedures will be formally reviewed annually as part of the general continuous improvement process.

## POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all organisation staff are made available where required and form part of the induction and orientation for staff and students and are made available via the website, student administration and internal electronic systems.

**POLICY REFERENCES:**

**Policy Title:** Recognition of Prior Learning

**Related Policies:** Credit Transfer  
Enrolment  
Pre Training Review

**Related Forms:** RPL Kit  
RPL Application Form

**Review Date:** August 2016

**Version Number:** 1.0

**Policy Complies with:**

Version Number	Approval Date	Amendment
1.0	August 2015	Development of policy for clarification of process. Policy need identified in Continuous Improvement process.