



## Recognition of Existing skills and RPL

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Course credit may be granted to students who are able to demonstrate appropriate prior learning or experience. In the interests of ensuring students are fully informed, MCOHB will give the student a copy of the course credit for their records. Where course credit is granted, the duration in which the student is expected to complete the course will reflect any consequent reduction in the period of study.

You may be eligible for a qualification and not realise it. Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and life experience. You could have your existing knowledge and skills formally recognised and gain credit for it.

### What is recognition of prior learning?

Recognition of prior learning, also referred to as RPL, is the formal acknowledgement of a person's current skills and knowledge, no matter how, when or where the learning occurred. This is an important assessment pathway for people who are considering doing some study. The recognition gained may considerably reduce the study time. Your knowledge and skills are assessed against competencies of the qualification you want to achieve. The following may also be taken into account during your assessment:

- your performance in paid and unpaid work experience
- results from formal or informal training and education.

Usually, you will have developed and demonstrated your skills through a combination of your work, learning and life experiences. To have your prior learning recognised, you must be able to show that your skills are still current and meet today's industry standards. You will need to produce recent evidence of your skills and knowledge. You will also need to provide contact details of people who can confirm your abilities. These people might be supervisors, or others in your community, who have seen your skills in action.

### Procedure

Are you a suitable candidate to have your prior learning recognised? There are four steps to receiving recognition of your prior learning:

#### **Step one:**

Decide on the learning, work experience and training you want recognition for. Then you the Student complete an Application Form and submit the completed Application Form and any fees payable to the RTO PEO

#### **Step two:**

Upon receipt of the Application Form and fees payable, the PEO will appoint a suitable assessor whose function will be to assist the student with their application and then to assess the evidence provided in relation to the RPL application.

*Get some advice on careers in the industry. It is important to seek recognition for qualifications that will be of benefit to you. For information on jobs and careers visit: <http://www.jobguide.deewr.gov.au/>*

#### **Step three:**

The qualified Assessor will make contact with the student within five working days to discuss the Application and a meeting will be arranged at a mutually convenient time. The college will assist the student with access to the relevant Units and advise on how to complete the student RPL application kit and the assessor will also discuss what reliable evidence they should bring in with them. *Think about how you will demonstrate your skills and knowledge for the RPL process.*



**Step four:**

The student will provide evidence to support the RPL application and a copy of the student RPL application form and all verified supporting documentation will be placed on the student file. The Assessor will assess the evidence in relation to: validity, reliability, flexibility and fairness. Once this is completed a record of the RPL process must be signed by the student and the assessor.

Within seven days, the Assessor will provide a written report to the PEO in relation to his/her assessment of the evidence provided and the outcome. The PEO will write to the student confirming the results of the assessment and if necessary ask for additional evidence to be provided.

Where the Assessor provides the final written confirmation that the evidence is sufficient to determine competency in each of the units of competency for which RPL has been applied for, the PEO will Grant the RPL and it will be recorded as a "Competent" outcome in the students file and the student will also be sent a letter confirming the assessment result.

Where the Assessor has determined that there has been insufficient evidence to warrant a "competent" assessment, the student will be notified in writing and information regarding the Assessment Appeal Process will be provided. Students may use the College appeal procedures if dissatisfied with the outcome of their RPL applications.

The appeal must be completed within one months of the initial application. Where this time elapses due to the student not providing supporting evidence to substantiate the application, an additional application and assessment fee must be paid.

Students wishing to appeal an RPL assessment decision should complete an Assessment Appeal form and return it to the PEO within five days of having been notified of the formal assessment decision.

The Principal will appoint an assessor (being not the assessor who undertook the initial assessment) to:

- Make contact with the student to discuss the basis of their appeal
- To review the evidence provided together with any additional evidence which the student is able to provide
- Make a final assessment decision
- Report the final assessment decision in writing to the PEO

The PEO will update the Records and Student File to record the relevant result against each unit of competency. The Principal will also send a letter to the student confirming the assessment result. The Student will be provided with a "Feedback" form. This feedback will be used to review the RPL procedures. The assessment appeal procedure must be completed within one month of receipt of the Assessment Appeal form.