



Credit and Recognition of Prior Learning (RPL) Policy & Procedures

1. Purpose

This policy/procedure is to ensure conformance with the Standards for National VET Regulator (NVR) Registered Training Organisations 2011 and that Australian Qualifications Framework (AQF) qualifications and statements of attainment issued to students coming to MAIT are recognised.

2. Scope

This policy applies to staff processing enrolments at Australia Learning Institute and students enrolling in a course offered by Australia Learning Institute.

3. Policy Statement

In accordance with the National VET Regulator (NVR) Registered Training Organisations 2011, Australia Learning Institute recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs).

All students are made aware of the ability to apply for course credit via a RPL/Credit Transfer application throughout the enrolment and induction process of the course. This is supported with information provided in the 'Student Handbook'.

Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling.

Students who have completed a Nationally Recognised qualification/unit that have the same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s).

4. Definition

- (a) Recognition of Prior Learning (RPL) - RPL is an assessment process that involves assessment of the individual's relevant prior learning to determine the credit outcomes of an individual application for credit.
- (b) Course Credit - Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning
- (c) Credit Transfer - Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched unit/s of competency.

5. Procedure

5.1 Application and Assessment

Where a student makes application for national recognition the following procedure is applied:

Student completes enrolment form and identifies a request for national recognition (RPL or credit transfer) at time of enrolment.

Admission Officer provides the student with the Application Form.



Student completes and submits the application form accompanied by certified copies of AQF qualifications and/or statements of attainment awarded

AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:

- Nationally recognised training
- Name of RTO issuing the AQF qualification or statement of attainment
- National provider number of RTO
- Full surname and first name of the recipient
- The qualification title
- Record of results identifying the units of competency attained
- The issuing RTO is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package

The evidence will then be verified prior to acceptance of recognition.

Evidence provided will be stored in the student's file.

To authenticate and validate the testamur, the documents will be checked on www.graining.gov.au to ensure RTO listed on each has the unit/qualification on their scope. If not, the matter will be followed up via appropriate channels.

On confirmation of authenticity and validity of AQF qualifications and/or Statements of Attainment, the results are communicated to the applicant and the result recorded in the student records.

5.2 Recognition of Prior Learning (RPL)

All students will be given the opportunity to apply for Recognition of Prior Learning (RPL) for industry skills or life skills may apply. Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling.

Students wishing to apply for RPL should speak to the admission officer at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of enrolment.

RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

Review of Evidence including relevant Formal Qualifications.

- Interviews
- Confirmation of Testimonials
- Validated Workplace Logbooks
- Skills/Challenge testing
- Written/Oral reviews

The steps in the RPL assessment process



Step 1

Candidate completes applicant self-assessment kit to determine eligibility for Recognition of Prior Learning and units for which candidate believes they may be eligible for RPL.

Step 2

Candidate gathers the evidence nominated during the self-assessment process and completes the RPL kit. Candidate is informed of the outcome which may involve gap training. If so, additional cost is also discussed.

Step 3

The candidate will email a copy of the RPL kit to you. Upon receipt you will contact the candidate to discuss the evidence submitted and conduct the competency conversation. Additional copies of Record of Conversation to be made for each relevant unit.

Step 4

Email the RPL kit to candidate requesting them to read the notes made by them during the competency conversation and confirm that they are true and correct by signing nominated pages and return to your assessor.

Step 5

Contact candidate's nominated referee/s and request them to complete third party report/s.

Step 6

Analyse all of the evidence and determine the outcome which could be:

- Full RPL granted – Certificate generated
- Gap training identified but no further action to be taken in which case Statement of Attainment is issued
- Gap training discussed and arranged and completed
- Certificate awarded to candidate