## Version Control and Change History

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<th>Version Number</th>
<th>Approval Date</th>
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<td>1</td>
<td>25/11/2007</td>
<td>PEO</td>
<td>Creation of policy</td>
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<td>2</td>
<td>12/5/2008</td>
<td>PEO</td>
<td>Added clause 2.1</td>
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<td>3</td>
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<td>4</td>
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<td>5</td>
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<td>PEO</td>
<td>Review and update next review date. Amended definitions.</td>
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<td>9</td>
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1.0 PURPOSE

“RPL involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system. RPL assesses this unrecognized learning against the requirements of a qualification, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, RPL encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.” (Australian Qualifications Framework Advisory Board, 2004)

Menzies Institute of Technology recognises and accepts any Australian Qualifications Framework qualifications and Statements of Attainment that are issued by other Registered Training Organisations (RTOs). Credit will therefore be given for modules or units of competency for which an original official Certificate or Statement of Attainment is produced.

The Institute will ensure that Recognition of Prior Learning is available and offered to all applicants on provision of verification at the beginning of a course. Students cannot apply for RPL at the end of a course. The process of applying is structured to minimise the time and cost to applicants; and provides adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology

2.2 “RPL” (Recognition of Prior Learning) is an assessment process that assesses the individual’s non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification;

2.3 “CT” (Credit Transfer) assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework.
3.0 PROEDURE

3.1 National Recognition

In accordance with the Standards for NVR Registered Training Organisations, Menzies Institute of Technology recognises AQF qualifications and statements of attainment issued by any other RTO. To ensure conformance with Standards for NVR Registered Training Organisations, AQF qualifications and statements of attainment issued to any students coming to Menzies Institute of Technology are recognised. Also all certificates and statements of attainments for all qualifications issued by Menzies Institute of Technology are nationally recognised.

3.2 Credit Transfer (CT)

In line with Standard 12 of the National Code 2007, it is a policy of The Institute to recognize course credit within the ESOS framework. The Institute recognises both AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations. Units of competency successfully completed at other Registered Training Organizations will be recognised for credit transfer if they are identical to the units of competency being offered within the relevant Menzies course structure. The Institute can decide at its discretion if some units of competency would not be applicable for credit transfer if the unit done previously was in a different contextualisation or industry.

3.2.1 Procedure

- Student is to complete the MFS07 - Credit Transfer Application Form and submit with original or certified copy of the Statement of Attainment.
- The Administration Officer - Admissions verifies the documents and completes Section 5 which details the remaining units of study, duration and fees/charges.
- The Section 5 is passed on to the VET Course Coordinator for final approval and signed.
- Once approved by the VET Course Coordinator, the Administration Officer - Admissions will inform the student of the outcome.

3.3 Recognition of Prior Learning (RPL)

If the student would like to access the RPL process, the following procedures are to be followed:

3.3.1 Procedure
Student fills in the RPL / Credit Transfer Application form (MFS07) which has a “self assessment” section, and submits the form along with supporting evidence to the course coordinator. Evidence may include but is not limited to:

i. Originals or certified copies of relevant transcripts and statements of attainment (these should be translated into English if in another language)

ii. A detailed curriculum or course outline for the units or subjects listed in the transcripts or statements of attainment (these should be translated into English if in another language)

iii. Work references from relevant fields of work (for example bakery students who have work experience in the bakery field can submit work reference letters from their supervisors in the bakery where they worked)

iv. The student’s resume listing all relevant qualifications and work experience

v. Duty statements and performance appraisal documents from previous jobs or work assignments

vi. Logbooks and case studies

vii. Proof of participation in past projects relevant to the unit(s) of competency

RPL Interview

At this stage, the student applying for RPL will sit with the VET Course Coordinator, a qualified trainer/assessor or a member of the management team to discuss the RPL process and the evidence submitted. During this interview, the staff member will make an assessment and recommend whether the student should proceed with the application for RPL, or whether it may be better to attend class and be assessed in all units of competency.

Assessment

In some cases, students may be required to undergo assessment for the units of competency where the coordinator feels there is a gap in the evidence provided and the requirements of the unit(s) of competency. Assessment will be conducted by the course coordinator or a qualified trainer/assessor and should test competency in all elements of the units of competency where gaps have been identified. Assessment may include oral tests, written tests, case study work and/or practical demonstration.

3.4 Granting/Rejecting Applications for Recognition of Prior Learning (RPL)
3.4.1 Granting RPL

Once the student has demonstrated competency either through the provision of sufficient evidence or through assessment in the unit(s) of competency (or through a combination of evidence and assessment), the VET Course Coordinator or the trainer/assessor handling the application will fill in the “Outcome” Section of the RPL / Credit Transfer Application Form (MFS07) that specifies the units of competency for which RPL has been granted.

The form is to be handed to the Administration Officer - Admissions to determine the duration of remaining units of study and fees/charges applicable.

3.4.2 Rejecting RPL

Should a student fail to demonstrate competency through the provision of evidence and / or through assessment, the course coordinator or the trainer/assessor handling the application will fill in the “Outcome” section of the RPL / Credit Transfer Application form (MFS07), stating that RPL has been unsuccessful and the reasons for this decision.

The form is to be handed to the Administration Officer - Admissions to confirm the outcomes to the students and determine the duration of remaining units of study and applicable fees/charges.

3.5 Recording Outcomes

The RPL and CT outcomes are forwarded to the Administration Officer - Student Records for record into the student result databases.

3.6 RPL Evidence Portfolio

For RPL assessments, an evidence portfolio must be kept in addition to the Student Personnel File. The RPL Evidence Review Summary Sheet is to be attached to the portfolio and at least one form of evidence must be present for each RPL assessed unit.

3.7 Effect on Length of Study

3.7.1 For International Students

If course credit is granted before the student visa grant, the actual net course duration (as reduced by course credit) should be indicated in the confirmation of enrolment issued for the student.
If the course credit is granted after the student visa grant, the change of course duration should be reported via PRISMS under section 19 of the ESOS Act. (National Code 2007 Standard 12.2)

3.7.2 For Domestic Students

The course duration is to be confirmed with the student during the Interview Stage (please refer to MITP11 - Application & Enrolment Policy & Procedure) and signed by the Institute and the student.

3.8 Charges for RPL and Credit Transfer

Please refer to the MITP03 - Payment Policy for the charges applicable for RPL and CT.

4.0 PROCEDURE

- The Administration Officer - Admission is responsible for informing the student of the RPL/CT process and handling the forms and coordination of the necessary additional assessment sessions with the VET Course Coordinator.
- The VET Course Coordinator is responsible for verifying the CT applications and conducting any necessary RPL assessment sessions.
- The VET Course Coordinator is to confirm the outcome of any RPL and CT requirements and inform the Administration Officer - Admissions.
- The Administration Officer - Data Records is responsible for recording the outcomes of the RPL/CT process into the student results database system.