



Purpose

The purpose of this procedure is to outline the steps assessors and candidate should take to go through an RPL process. Merage Global Institute of Technology has implemented a process that has been structured to minimize the time and cost to the candidate as well as provide a supportive approach to candidate wishing to take up this option.

Definitions

Recognition of Prior Learning

Recognition of Prior Learning is the formal process by which the skills and knowledge gained through work and life experience and outside formal training arrangements are formally recognised.

This process allows competency to be determined without the candidate being required to complete formal assessment tasks. When recognition is gained for a unit or units of competency this means the candidate is not required to complete it as part of their course and the student is deemed to be at an equivalent competency level.

Note:

Candidates wishing to avail the RPL process will complete an RPL Application form and pay the RPL Application fee. Please check Fee structure published on the MGIT website.

Sample Evidence required for candidates to prepare and submit;

1. Work Contracts
2. Payslips
3. Performance Appraisal
4. Job description
5. Evidence Previous work completed
6. Previous qualification received
7. Workplace commendation
8. Work Place Training Certificates
9. Curriculum Vitae
10. Work Place References



Merage Global Institute of Technology (MGIT)

Recognition of Prior Learning

Note:

Types of evidence will differ depending on the units of competency that the candidates wishing to apply for.

Procedure

1. Workplace RPL

This procedure applies where a student is currently working within the industry and is able to be assessed on the job performing their practical skills.

	Action	Details	Responsibility
1.1	Student identifies themselves as wishing to seek RPL.	a) A student may identify themselves as a potential RPL candidate at any stage of the enquiry or enrolment process. b) A student should apply for RPL prior to commencing any training in a unit of competency and preferably at the commencement of a qualification. However, students may also apply for RPL during their studies.	Student
1.2	Send the student an RPL Application form and notification of their Assessor.	a) Send the student an RPL Application Form. b) At this stage, an Assessor will be assigned to the student to assist them through all stages of their course including RPL and any gap training that may be required.	Admission Officer
1.3	Complete RPL application form.	The student completes an RPL Application form against the units in the qualification they are seeking to undertake. Requirements of each unit of competency.	Student

	Action	Details	Responsibility
1.4	Decide whether RPL is appropriate.	a) Upon completion of the RPL Application Form, the Assessor will interview the student and assesses student suitability for RPL for any or all of the units within a course, the student proceeds with the following steps from 1.5.	Student
1.5	Prepare RPL documents and list of evidence for first RPL interview.	<ul style="list-style-type: none"> • The student goes onto develop a preliminary Evidence Plan for the units suitable for RPL and completes the Evidence for RPL Application Documents a) The application form must include at least two professional referees who are able to provide third party verification of the student's skills and work history.	Student
1.6	The assessor reviews the application	a) Once received, the assessor reviews the application to determine whether the evidence provided by the candidate demonstrates suitability for RPL for the units applied for. b) If suitable, the Assessor contacts the candidate to make arrangement for first interview. The assessor may request further information at this stage. c) If unsuitable the candidate will be duly notified by the Assessor.	Assessor
1.7	Conduct First interview.	a) At the first interview, the assessor will review the information supplied by the student for each unit of competency. b) The assessor will use the interview as a time to make a judgment about the student's skills and knowledge against each unit. The assessor will ask a range of prepared questions to identify the	Assessor

	Action	Details	Responsibility
		<p>student's broad level of competency. Findings and observations are recorded in the Assessment Logbook.</p>	
1.8	Decide which units are suitable to be assessed through RPL and develop an evidence plan.	<p>a) At the end or during the Interview, the assessor and student will make a decision about which units will be suitable for RPL.</p> <p>b) The assessor and student will further develop the evidence plan to determine which documents the student is required to provide as RPL evidence.</p> <p>c) The student completes an Enrolment Form at this stage if continuing with RPL process.</p>	Assessor and student
1.9	Conduct interviews with professional referees.	<p>a) The assessor contacts the professional referees to conduct interviews to confirm the candidate's skills, knowledge and practical skills. Please note the reference check is a confirmation of other evidence received and is not to act as the primary evidence.</p> <p>b) Provision of Overseas referees is accepted on the proviso that overseas company provides documentation that can be verified by MGIT, e.g. Website profile, company business registration, etc.</p> <p>c) Records of the conversations are kept in the Assessment Logbook.</p>	Assessor
1.10	Notify the student	<p>a) The assessor notifies the student of any additional evidence that might be required as a result of the referee discussions.</p>	Assessor and Student

	Action	Details	Responsibility
1.11	Gather additional evidence- if required	Gather the evidence documents as agreed to in the plan.	Student
1.12	If required and is deemed suitable Conduct practical assessment where it is applicable, e.g. IT qualification otherwise skip and proceed to step 1.13	<ul style="list-style-type: none"> a) Review the evidence provided by the student. This evidence will be used to form part of the competency decision. b) Observe the student's on-the-job performance and collect the evidentiary documents. Observations and findings are to be recorded in the Assessment Logbook. c) Ask any further questions required to determine competence. A further interview/assessment meeting may be required. 	Assessor
1.13	Make a RPL Decision	<ul style="list-style-type: none"> a) Make a decision about whether RPL will be granted for each unit. b) Advise student about the result of the RPL. 	Assessor
1.14	Make arrangements for training and assessing skills and knowledge gaps.	If gaps in skills and knowledge are identified and/or RPL is not granted, the assessor will work with the student to arrange a suitable training plan.	Student and Assessor
1.15	Store records of assessment.	Store all copies of evidence received including records of interviews and assessment. Inform Administration Department as to the result of the RPL process-	Training coordinator/Academic Department
1.16	Administration Department process the RPL result against student record	Administration department enters data in the current student management record system	Administration Team Leader/Staff



Merage Global Institute of Technology (MGIT)
Recognition of Prior Learning

Related policies

- BQ_Record Management Policy
- TA_Quality Training Policy
- TA_Assessment Policy

Publishing details

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