



# Recognition of Prior Learning (RPL) Procedure



This policy details the process that is followed when an MCI student applies for *Recognition of Prior Learning*.

This procedure is applicable to all enrolled MCI Students.

## References

Standards for Registered Training Organisations 2015, Standard 1, Clause 1.12

## Definitions

**Recognition of Prior Learning (RPL):** is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

**RPL Kit:** The RPL Kit is a collection of documents and tools provided to RPL applicants to assist them to provide relevant and sufficient evidence to support their claim of competency. An MCI RPL Kit generally includes Information for Students, Information for Assessors and the Portfolio Builder. The Portfolio Builder includes information on and examples of evidence required from the student to demonstrate their competency.

## Responsibilities

The responsibility for implementing the requirements of this procedure rests with the Program Managers.

## Procedure

### 1. At time of enrolment

- a. A student seeking recognition of prior learning (RPL) are required to notify MCI when completing their enrolment form which units of competency or qualification for which they are seeking RPL.
- b. Student seeking RPL is required to complete an RPL application form
- c. The application form is reviewed by the MCI's Program Manager. The Program Manager may contact the applicant to clarify the RPL requirements and evaluate the applicants suitability for the RPL,
- d. After processing the enrolment form and RPL application form, a member of MCI's student administration team provides the student with an invoice for the cost of processing their RPL application.
- e. Upon payment of invoice, the student is forwarded relevant RPL Kit/s.
- f. The student's record is updated by a member of the student administration team.

## 2. Providing evidence

- a. The student completes the RPL Portfolio Builder by providing evidence of competency. This can include samples of workplace documents, video/audio recordings, current position description, transcripts, and testamurs.
- b. Students are instructed to supply documents that have been properly certified as true and accurate records.
- c. MCI will not grant RPL to a student where the evidence supplied is a transcript recording an RPL result for those unit/s.
- d. The student submits their completed RPL Portfolio Builder to [portfolio@mci.edu.au](mailto:portfolio@mci.edu.au).

## 3. Assessing application

- a. Upon receiving the Portfolio, a member of the student services team forwards the documentation to the relevant Program Manager. The Program Manager reviews the Portfolio to confirm that all required evidence has been submitted, and that the documents have been properly certified.
- b. If the Portfolio is incomplete, the Program Manager emails the Portfolio back to the student, copying [portfolio@mci.edu.au](mailto:portfolio@mci.edu.au) in the email, informing the student that insufficient evidence has been supplied. The student may resubmit their Portfolio once they have collected sufficient evidence.
- c. If the Portfolio is complete, the Program Manager either assesses the evidence, or allocates the Portfolio to a suitably qualified assessor.
- d. The assessor assesses the Portfolio to provide a result of either Competent or Not Yet Competent result. The Portfolio, with feedback and result is returned by the assessor to the Program Manager.
- e. Once the Program Manager has quality assured the assessor's feedback and result, the Portfolio is forwarded to the student administration team to:
  - update the student's records to include Portfolio of evidence, assessor feedback and result, and to
  - inform the student of the outcome.

## 4. For students deemed Competent

- a. A Statement of Attainment is issued for those units of competency for which the student has provided sufficient, valid, current and relevant evidence to demonstrate competency.
- b. For students who demonstrated competency in all units of competency in a qualification, the student will receive a transcript and a testamur.

## 5. For students deemed Not Yet Competent

- a. The student is provided with clear and concise feedback on what additional evidence needs to be submitted for competency to be demonstrated.
- b. The student is offered the choice to re-submit the application or undertake the unit's study program.

**6. Appealing the assessment decision**

- a. A student can ask for a not yet competent decision to be reviewed.
- b. Please see Assessment Re-mark and Appeal Policy and Procedure for more details about this process

## Records

The following records shall be generated and retained for a period of at least 6 months from the time competency has been granted:

- RPL Kit and supporting evidence
- RPL evidence

## Forms and/or documents required for this procedure

- RPL Kit

### Document revision history and version control

Version	Summary of changes	Author	Approved by	Effective date
V1.2	Updated to reflect current practice	Academic Director	GM Quality & Business Improvement	17/06/2016
V1.3	Review and amendments following feedback from CI workshop	Quality and Compliance Manager	QMT	23/08/2016