RECOGNITION OF PRIOR LEARNING POLICY

STATEMENT

The purpose of this Recognition of Prior Learning (RPL) policy is to provide a clear and equitable framework for assessing and acknowledging the prior qualifications, skills, and competencies of learners. This policy ensures compliance with the Standards for Registered Training Organisations (RTOs) 2015, facilitating access to training pathways that reflect the individual learning journeys of our students. Through RPL, the RTO aims to support learners in achieving their educational and career goals while maintaining the integrity and quality of training programs.

DEFINITIONS

AT – Administration Team.

COO – Chief Operation Officer – Training.

CT – Compliance Team.

RPL – Recognition of Prior Learning.

RTO - Registered Training Organisation:

> • Mining Transport and Construction Services Pty Ltd (MTACS) (RTO 52053)

SMS – Student management system (VETtrak).

TA – a staff member who meets the requirements of Clause 1.15 of Standard 1 for Registered training organisations (RTOs) 2015.

SCOPE

This policy applies to all students enrolled in RTO programs and covers all courses offered by the RTO. Recognition of Prior Learning (RPL) is defined as an assessment process that evaluates an individual's competencies acquired through various learning pathways, including:

- Formal Learning: Learning achieved through structured educational programs leading to an Australian Qualifications Framework (AQF) qualification or statement of attainment, such as certificates, diplomas, or degrees.

- Non-Formal Learning: Learning that occurs through structured instruction but does not culminate in an AQF qualification or statement of attainment, such as professional development programs provided by employers.

- Informal Learning: Learning gained through work experience, social interactions, family roles, or leisure activities, such as skills developed over time as a sales representative.

The RPL process aims to determine the extent to which individuals meet the requirements outlined in relevant training packages or VET accredited courses, ensuring a fair and comprehensive assessment of their prior learning experiences.

RESPONSIBILITY

It is the responsibility of the CT to ensure the correct application of this policy. The RTO Training Coordinator is responsible for ensuring the RPL applicant receives the necessary documentation.

OVERVIEW

RPL is offered to all enrolling students (unless the requirements of the training package or licensing requirements prevent this) either in print or electronic form through the use of:

- Learner handbooks
- RTO website
- Consultation with personnel.

PROCEDURE

STEP / PROCESS	RESPONSIBLE PARTY	REFERENCES / DOCUMENTS / NOTES
1. RPL is offered at the time of enrolment or during the completion of a qualification or unit of competency.	AT	Enrolment information Student Handbook Website
2. On receipt of an RPL enquiry, staff will direct the potential RPL client or enrolled student to the RPL application pack.	AT	RPL Application pack
3. RPL application pack contains updated and current advice concerning the RPL process, cost and RPL assessment pathway to issuance of statement of attainment or qualifications.	CT	
4. RPL fees will be charged at the same rate as the fee for nominal hours outlined in the VET Fees and Charges Policy. A $150.00 non-refundable application fee will apply for a full qualification. On receipt of an RPL application, a receipt for the RPL fee will be issued and provided the student with an RPL evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant.	AT	The VET Fees and Charges Policy is available at the Department of Training and Workforce Development website (dtwd.wa.gov.au)
5. On receipt of a completed RPL Evidence Guide and portfolio decision on the RPL Process Log. The TA will examine the evidence and identify the gaps. The candidate will then be offered an assessment only pathway and undergo a full formal process to gather authentic, current, valid, and sufficient evidence in line with Clause 1.8. Where an application for RPL is made on the basis of self-learning, non-formal education or previous work or life experiences, appropriate evidence will need to be provided for this by the student to demonstrate satisfactory achievement of the performance outcomes.	Student TA	
6. A superseded unit of competency can be used as part of an RPL process toward the award of a current unit of competency, in this case a gap analysis is required to be undertaken which will be used to support the final decision.	AT CT TA	The unit equivalence to be checked on www.training.gov.au Unit Gap Analysis Form If a Unit Gap Analysis has already been completed a

STEP / PROCESS	RESPONSIBLE PARTY	REFERENCES / DOCUMENTS / NOTES
		copy of this can be used / referenced.
7. Student might be required to provide a copy of their previous qualification as supporting evidence, such as • A certified copy of qualification/s (those will be verified) • Verification from the current manager indicating your current involvement in relevant areas – on official letterhead • Documented evidence of student's current work, including samples as requested • Detailed Resume	AT Student	
8. If the unit codes are not the same and they are not deemed equivalent, a gap analysis is required to be undertaken which will be used to support the final decision.	TA CT	Unit Gap Analysis Form If a Unit Gap Analysis has already been completed a copy of this can be used / referenced.
9. All steps completed must be added to the application form which is to be saved in the student file along with all supporting evidence.	TA AT	
10. TA will examine and document the evidence and identify the gaps. They will define the questions to be asked during the competency conversation that will close those gaps.	TA	
11. TA will review the evidence and the outcomes of the competency conversation gaps and will determine if the provided evidence is sufficient for the learner to gain the recognition of prior learning.	TA	
12. On completion of the assessment the TA will provide the learner with their feedback, notification of the results and if required the learners right to appeal as per RTO policies and procedures.	TA	
13. The result will be recorded in Student Management System and the evidence and results will be retained in the student's file	AT	Student's file SMS
14. Once assessment has taken place, all competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.	AT	

Approved by COO – Training

Name: Jegath Jisangar

Approved Date: 05/11/2024