



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 MAIT and students enrolling in a course offered by MAIT.

3. Policy Statement

In accordance with the Australian Quality Training Framework, MAIT 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*' and the orientation.

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 exact 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

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- 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 with the following supporting evidence:
 - ◆ Certified copies of AQF qualifications and/or statements of attainment awarded
 - ◆ Certified photographic proof of identification
- 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 PEO will then verify evidence prior to acceptance of recognition.
- A scanned photocopy will be taken of evidence and maintained on student file.
- To authenticate and validate the testamur, the PEO will check www.training.gov.au website to ensure the RTO named on the testamur has the AQF qualifications and/or Statements of Attainment on its scope, if this is not the case then the PEO must

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follow-up with the RTO and clarify further.

- The PEO will verify authenticity, completeness and compliance with the Australian Qualifications Framework 2011 and the VET Quality Framework.
- On confirmation of authenticity and validity of AQF qualifications and/or Statements of Attainment, the PEO will communicate the results to the applicant and record the results in the learner database.

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, or where credit or credit transfer 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:

- A. Review of Evidence including relevant Formal Qualifications.
- B. Interviews
- C. Confirmation of Testimonials
- D. Validated Workplace Logbooks
- E. Skills/Challenge testing
- F. Written/Oral reviews

The steps to apply for RPL :

1. Student requests information on RPL at enrolment (this is included on the MAIT website and Student Handbook);
2. Appropriate qualification is identified at enrolment;
3. Appropriate competency is identified at enrolment;
4. The course coordinator will advise student of evidence required;

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5. The student will be provided access to the course guide and details of unit competency/elements/performance criteria so they can clearly identify the learning outcomes or competencies they have to apply;
6. If the student believes they have the skills and knowledge to gain recognition in the learning outcomes to industry standards which will satisfy the learning outcomes, the next step is to acquire the RPL Application form;

The fee to assess students for RPL is AU\$250 per unit of competency, which must be provided with the completed application form and evidence. There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL.

1. Student will then collect evidence to support their claim for RPL;
2. Once evidence has been collected, the student must book a meeting with the PEO, at this meeting they will submit the application form and evidence with the fee for RPL assessment. This process must be completed within two weeks of enrolment;
3. The RPL assessor will then analyse applicants individual experience and qualifications against appropriate learning outcomes/competency statements;
4. If claim matches learning outcomes/competencies then full recognition is granted;
5. If claim does not match learning outcomes/competencies then further evidence will be requested, this may also involve an interview where applicant will support his/her case. Further evidence must be supplied within two weeks from application date;
6. If further evidence is not recognised or received within the additional two weeks then claim will be rejected, a letter of advice will be forwarded to applicant advising of decision either way;
7. If student wishes to appeal decision he/she must inform MAIT in writing within 1 week of rejection letter;
8. Student may appeal decision following the complaints and appeals process, the cost will be little or no cost to student;
9. Letter of advice will be forwarded to student outlining the costs (if any) of appeal process. Once student has paid his/her share of cost for further process

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(*must be received within 1 week of request for payment*). The appeal will progress forward;

10. Letter of advice of outcome will be forwarded to applicant within two weeks of final decision;
11. Completed RPL Application Form with attachments will be placed on the student file and results of application;
12. Details of the Application and outcome will be recorded on the RPL Assessment Register.

5.3 Course Credit

1. Application for course credit must be made by completing the Recognition of Prior Learning (RPL) Application Form indicating the competencies for which credit is sought.
2. It is the responsibility of the student applying for credit to submit documentation supporting their application. Evidence of competency may be based on prior study, including study taken overseas, in the form of test results, enrolment and attendance records, and/or letters of reference.
3. Any supporting documentation must be a certified copy and translated in English if applicable.
4. Decisions on course credit will be notified to applicants in writing.
5. Where course credit is granted the student will be provided with a written record of the course credit which must be accepted by the student by signing. This record will be then placed on the student file.
6. International students may make application for course credit prior to entry to a course as any credit applied will affect the duration of study required and therefore will also affect the length of the required visa.
7. Where MAIT grants the international student course credit which leads to a shortening of the international student's course, MAIT must:
 - a) if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or

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- b) if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.

5.4 Credit Transfer

1. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised.
2. Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
3. Credit transfer will not be granted for units of competence or qualifications which are not included in MAIT's scope of registration.
4. Credit transfer may only be awarded for whole units of competence.
5. Students will not enrol only for credit transfer.
6. Students cannot credit transfer a whole qualification.
7. Student enrolment must include at least one other unit of competence from the same qualification for which student is participating in training or is seeking recognition (RPL).
8. Students will be required to present true and certified copies of relevant statement of attainment or qualification.

5.5 Appeal of decision

MAIT allows applicants to challenge assessment and provision must be made for reassessment in accordance with the Complaints/Grievance and Appeals Policies and Procedures.

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