

Recognition of Prior
Learning Guide

RPL

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Disclaimer:

Please note that the information given is intended as a guide for current and prospective students or interested persons. At the time of printing the information contained is correct.

What is Recognition of Prior Learning (RPL)?

MADEC Community College (MADEC Australia) recognises that skills and knowledge can be gained in a variety of ways, through formal education and training, work experience or general life experience.

Previous experience or formal study in a particular area of work may be recognised and credited towards a qualification.

Assessment for Recognition of Prior Learning (RPL) can involve the submission of a portfolio of evidence and a workplace visit and or telephone interview. The cost of this process is the same as undertaking formal study in the Unit, and will be quoted upon application.

The benefit is that resource costs will not be incurred if RPL is granted.

Why apply for RPL?

The advantages of applying for RPL are:

- You identify where your experience has provided you with the knowledge and skills covered in a unit of competency.
- If you have already achieved the competency you will not have to attend training for those units of the qualification.
- You will finish your qualification in a shorter time frame.
- You only complete training for units that are new and challenging. You don't do units in which you have proven knowledge and experience.

Mutual Recognition

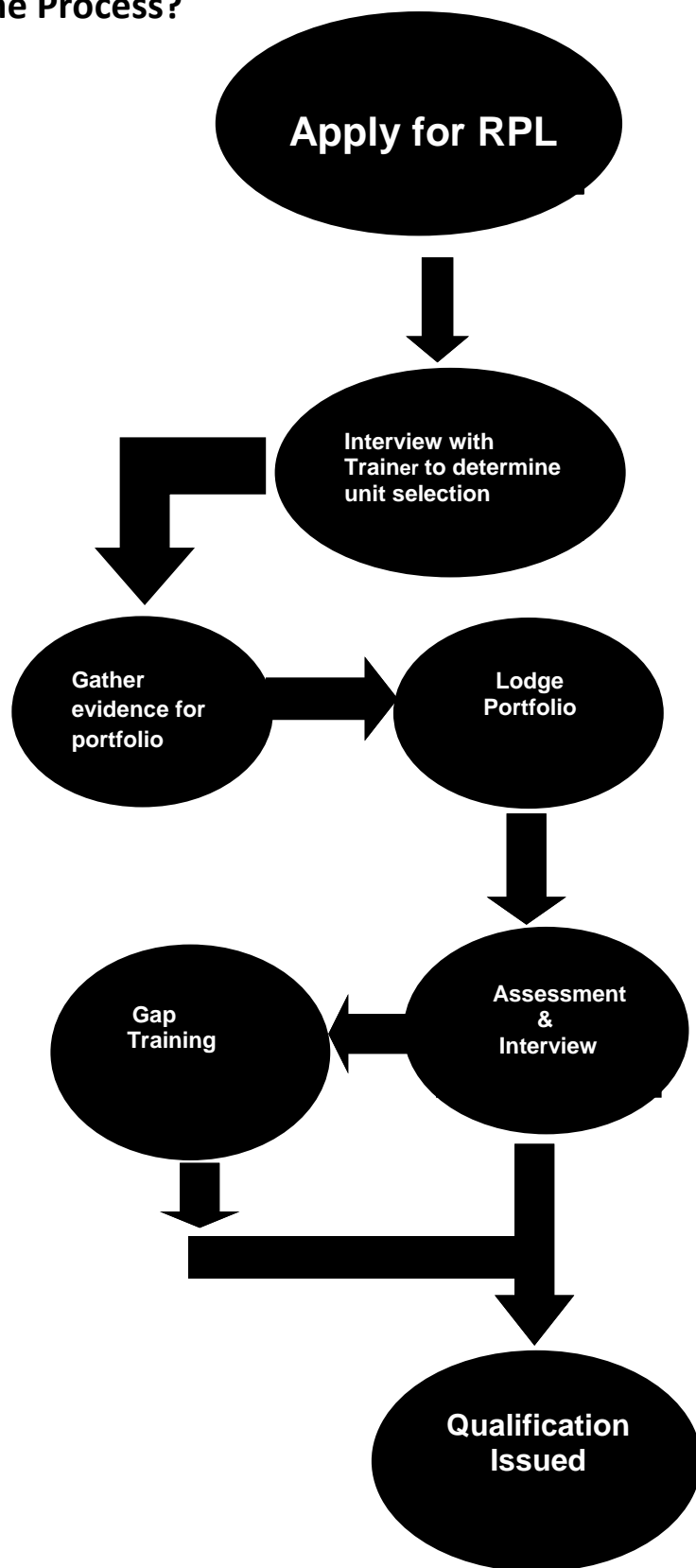
MADEC Community College also recognises qualifications and Statements of Attainment from other Registered Training Organisations (RTOs).

If you wish to transfer units from other organisations in your MADEC qualification, you are required to provide a certified copy of the Statement of Attainment or Transcript of Results for verification.

MADEC will then verify that these can be used toward the qualification and advise accordingly.

There is no fee incurred for Mutual Recognition.

What is the Process?



How will the application be assessed?

Using RPL assessment services should not be considered an 'easy way' to gain a qualification.

It is not just a matter of providing evidence of time-served or amount of experience.

Applicants need to be committed to supporting their case by locating and providing suitable evidence and documentation.

This requires significant effort and the time commitment should not be underestimated.

The following general criteria will be considered when any RPL application is assessed.

Principles of Assessment

Fairness

The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.

The RTO informs the learner about assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

Flexibility

Assessment is flexible to the individual learner by:

- Reflecting the learner's needs;
- Assessing competencies held by the learner no matter how or where they have been acquired; and
- Drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

Validity

Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.

Validity requires:

- Assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;
- Assessment of knowledge and skills is integrated with their practical application;
- Assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and
- Judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

Reliability

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence

Validity

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

Ensures that evidence is directly related to the competency being assessed.

Authenticity

Ensures that evidence gathered 'belongs' to the learner being assessed and provides evidence of that persons skills and knowledge.

Sufficiency

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

Currency

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

MADEC's Expectations

You need to think carefully about the balance of advantage between studying the unit and seeking RPL for it. This is particularly important if it is some time since you gained the knowledge and experience or qualification on which your application is based.

You will be provided with a summary of the unit which describes the nature and level of performance required.

- The Assessor is there to support you through the application phase and can provide specific advice and feedback on the preparation and assessment of your evidence
- RPL is available to participants who believe they have already achieved the outcomes of the unit of competency
- The Assessor's role is a professional judgment of the application against the specific learning outcomes of the unit.
- Applicants must follow the directions explained in this RPL Guide.
- If an application contains insufficient evidence, the applicant will be given the opportunity to provide additional appropriate evidence before a final decision is made.
- RPL will only be granted for whole units, partial recognition is not possible.
- All applications submitted for RPL must meet the stated outcomes of the unit/s for which credit is sought.
- No credit will be granted without submission of authenticated documentation.

Assessment Requirements

The assessment requirement is twofold:

- compilation of a portfolio of evidence and possible workplace assessment
- and/or an interview to discuss the evidence provided.

Portfolio of Evidence

A portfolio is the term used to describe the assembled information you present as demonstration of your existing skills, knowledge, competencies and personal attributes. The portfolio is your documented evidence, which supports your application for RPL. You will need to identify and use each piece of evidence to show how it matches the units learning outcomes.

How much evidence do I need to provide?

Your trainer and Assessor will be looking at the quality of your evidence submitted, rather than the quantity of evidence that you provide.

For your application to be successful you must remember that the evidence you supply will need to demonstrate to the assessor that you have the skills and knowledge that meets the standards identified in the performance criteria for the unit.

What types of evidence?

Direct evidence

This is anything created by you, that is any work samples, which can be produced and authenticated.

Examples of direct evidence may include:

- Written documents - these will be the most prolific type of work sample and usually the easiest for you to access. They can be sample extracts from documents that you have developed and written and of which you can produce an authenticated copy, e.g. reports, business plan, budget document, discussion paper, issues paper, journal article, chart, proposal, marketing materials or brochures, training guides, projects, computer program, position description, policy or procedure.
- Certified copies of Certificates and Awards. Overseas certificates need to be officially translated and aligned by a recognised authority.
- Certified copies of certificates or statement of results from courses you have undertaken and/or successfully completed at a University, TAFE College or any other tertiary or private provider.
- Certified copies of awards from professional bodies.

Indirect evidence

This is anything reflecting the value of the work produced by you or other evidence about you or your role that confirms your ability to perform in the context of the competencies for which you are seeking credit. Examples of indirect evidence may include:

- a testimonial statement from your supervisor or a senior company executive which identifies and acknowledges your knowledge, responsibilities or abilities in relation to specific tasks or competencies;
- a performance review report which identifies your strengths and achievements;
- a published article about your achievements in the workplace;
- a detailed job description for your current position or a position held previously;

- a congratulatory letter from a customer or supplier which describes your abilities or good performance;
- your annual subscription as evidence of active membership of a professional association;
- a reference from a recognised person within a professional body.

Submitting your Application & Evidence

- You will need to complete and submit with your portfolio of evidence an RPL Application Form.
- It is essential that you sign the application, which confirms the authenticity of the work.
- The submitted work must be your own or in cases where you were part of a team, your role and responsibilities in the development of the piece of evidence must be fairly stated.

You must have permission from your employer or organisation to include workplace documentation.

Once you are satisfied that you have completed all the requirements, submit a hard copy to the assessor at the MADEC site at which you applied.

Some applicants are not able to submit copies of workplace documents for confidentiality reasons, if this is the case the Assessor may visit your workplace to sight the evidence.

You are advised to keep a copy of your portfolio for your records.

Interview

Once your portfolio of evidence has been submitted an appointment will be made with an assessor to interview you and work through the application. The interview may take place at your workplace at MADEC or via the telephone.

Reporting the outcome

The terms that will be used to report results are:

Unit RPL Granted YES

Unit RPL Granted NO

If you have any concerns about how your application was handled, you should follow the guidelines set out in MADEC's Suggestions and Complaints Procedure*.

If you feel the assessment decision was unfair, MADEC has a Student Assessment Appeals Procedure* which outlines the course of action open to you,

*Policies and Procedure documents are located at www.madec.edu.au