

Date of Implementation

13th May 2024

Date Reviewed

May 2024

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May 2025

RPL and Credit Transfer Policy and Procedure (Clause 3.5)

Purpose

This policy details the Recognition Process for Recognition of Prior Learning and Recognition of Current competencies when studying with MiHaven Training.

Recognition of Prior Learning (RPL) is all about the skills and knowledge you have collected through work and life experiences and then transferring them to your current training course requirements. RPL must take place at the start of your training, apprenticeship or traineeship after enrolling with a registered training provider. Please note fees maybe associated with an application for RPL for each unit of competency.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in a Vocational Education and Training (VET) accredited course.

- Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an Australian Qualifications Framework (AQF) qualification or statement of attainment (for example, a certificate, diploma or university degree);
- Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

The evidence you provide should confirm that you have worked in the industry for an appropriate amount of time, and that you can perform relevant tasks at an acceptable level. MiHaven Training recommend that students applying for RPL should be employed within the industry for a minimum of two (2) years.

Credit Transfer (CT) also recognises previous formal learning (e.g. university, other Registered Training Organisations (RTOs) issued Statement of Attainments (SOAs) or Qualifications). It uses an assessment of your previous course to determine whether it can be credited to your new course. The assessment determines the extent to which your previous course is equivalent to the required learning outcomes of your desired qualification.

Note that providing credit for previous studies is not recognition of prior learning. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognising the

equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully.

Scope

MiHaven Training is committed to abide by the requirements for Registered Training Organisations (RTOs) and undertake Recognition of Prior Learning (RPL) and/ or Credit Transfers (CT) where appropriate. Competencies already held by individuals can be formally assessed against the units of competency in the relevant Training Package and will be recognised if deemed appropriate.

Recognition of prior learning (RPL) is about the skills and knowledge you have gained through work and life experiences. During the initial application for enrolment meeting, further information will be provided to students about the RPL and CT application process.

If a student indicates they would like to apply for RPL at the initial application for enrolment meeting, an RPL Self Appraisal Handbook (CHC33015 Certificate III in Individual Support (Superseded) ONLY) or RPL Kit is provided via email. The handbook is to provide initially to support and counsel students to ensure realistic expectations about the RPL process and what is involved, step by step and also provide examples of what evidence could be provided for each unit of competency.

If a student indicates they would like to apply for CT, a copy of either the Qualification or SOA will need to be provided at the initial application for enrolment meeting.

RPL Procedure - Assessment evidence

The RPL process involves providing valid evidence that demonstrates conclusively that you possess the necessary skills and knowledge required to be deemed competent against all mandatory requirements of the unit and any licensing requirements that may be applicable. Evidence is information gathered which, when matched against all requirements for the unit, provides proof of competency.

Evidence can take many forms and be gathered from several sources. Once you have provided the evidence, the RPL assessor will assess the application. As with any other assessment of competency RPL must meet all requirements of the training package and the Standards for National VET Regulator (NVR). It must be conducted in accordance with the Principles of Assessment (valid, reliable, flexible, fair), and meet the Rules of Evidence (valid, sufficient, current and authentic) and meet other workplace and/or regulatory requirements.

RPL kits- assessments and assessor marking guides for each unit of competency are developed by MiHaven Training and are to be used as a guide to gather evidence related to the requirements for each unit. Students may use one piece of evidence to cover different aspects of the unit. If students are undertaking RPL for other units, they may use the same piece of evidence as long as it meets the criteria of that unit.

Your Trainer and Assessor will assess your evidence submitted, ask you several questions and then make a decision as to whether your evidence is valid, sufficient, current and authentic. Competency conversation will be documented and third party reports completed, gathered and signed by relevant parties; this forms a vital part of the evidence required to achieve RPL status. If the evidence that you have does not meet the criteria of the unit or the Principles of Evidence, your assessor may ask you to provide further evidence or undertake a formal assessment/s to demonstrate your knowledge and/or skill; this is known as a skills gap assessment or challenge test; this could include practical observation to address elements and performance criteria of the unit/s.

RPL Self Appraisal Handbook is used to undertake the RPL process for CHC33015 Certificate III in Individual Support (superseded).

RPL Process Explained (Self Appraisal Handbook)

Step 1- RPL Basic Skills Check

Basic Skills Check undertaken, Self-Appraisal issued to student and RPL process commenced.

Step 2- RPL Application Process- Self Appraisal

Once it has been determined that you are suitable to undertake the RPL application process, you will need to complete the following tables to detail your qualification/s and experience held in the industry and gather evidence to prove your competence. This can include gathering a variety of documents, some examples are listed below:

- Previous qualifications, short course and in-house professional development certificates
- Position/ Job Descriptions, letters of confirmation and recommendation from supervisors, employers and coordinators
- Payslips/invoices
- References from previous employers
- Performance appraisals
- Licences: working with children etc.
- Membership to Associations and the member criteria
- Third Party reports (practical observations) from current employer, supervisors and coordinators- validating practical observations of tasks in the workplace
- Previous assessment items or records
- Providing answers to questions about your experience and skills (RPL Conversation)
- Video or photographic evidence of the different tasks performed on the job
- Resume, workplace documents, references as supporting evidence.
- Volunteer work
- Other documents that showcase your skills and experience

The Self Appraisal form is a document provided free of charge, this process takes place prior to enrolment. Once you submit your Self Appraisal Form and submit all corresponding evidence, our staff will assess if you are suitable to undertake the RPL assessment process. When attaching files to your submission, please save your documents so they are easily identifiable. They should contain your name, the code of the relevant unit of competency and a title that describes the document. Students are to submit the Self Appraisal form with all corresponding evidence to RPL@mihaven.edu.au

Step 3- RPL Assessment - Evidence Review

Once you have submitted the Self Appraisal Form and all corresponding evidence, you will be contacted by our staff and required to pay a non-refundable \$250 (fee for service only) RPL Application Fee and complete an Application for Enrolment Form, this is also when a RPL Conversation is booked with one of our Trainer and Assessors and your RPL assessment process commences. Additional one on one questioning and confirmation of your competencies are discussed in detail with our Trainer and Assessor and if additional evidence or gap training is identified as being required, a plan will be developed, this meeting is formally documented and will form a part of your RPL portfolio. Please note Certificate 3 Guarantee eligible students are required to pay a co-contribution fee of \$25 concession/\$50 non-concessional.

Step 4- RPL Granted- full fees due prior to qualification being issued

Once all competencies are deemed that RPL is granted, you will be notified of the outcome and will be required to pay the remaining RPL fee of \$700 (fee for service only), this can be paid off on a payment plan.

Step 5- You're qualified!

The RTO Standards require MiHaven Training to issue AQF certification documentation within thirty (30) calendar days of a student being assessed as meeting the requirements of their training program— providing all agreed fees the student owes MiHaven Training have been paid. MiHaven Training will strive to issue qualifications within ten (10) business days.

RPL- Example of evidence that maybe provided:

Evidence is the proof that a student has acquired relevant knowledge and skills required for each unit. The following will assist students in compiling documentation to present as part of their evidence:

- Previous qualifications, short course and in-house professional development certificates
- Position/ Job Descriptions, letters of confirmation and recommendation from supervisors, employers and coordinators
- Payslips/invoices
- References from previous employers
- Performance appraisals
- Licences: working with children etc.
- Membership to Associations and the member criteria
- Third Party reports (practical observations) from current employer, supervisors and coordinators- validating practical observations of tasks in the workplace
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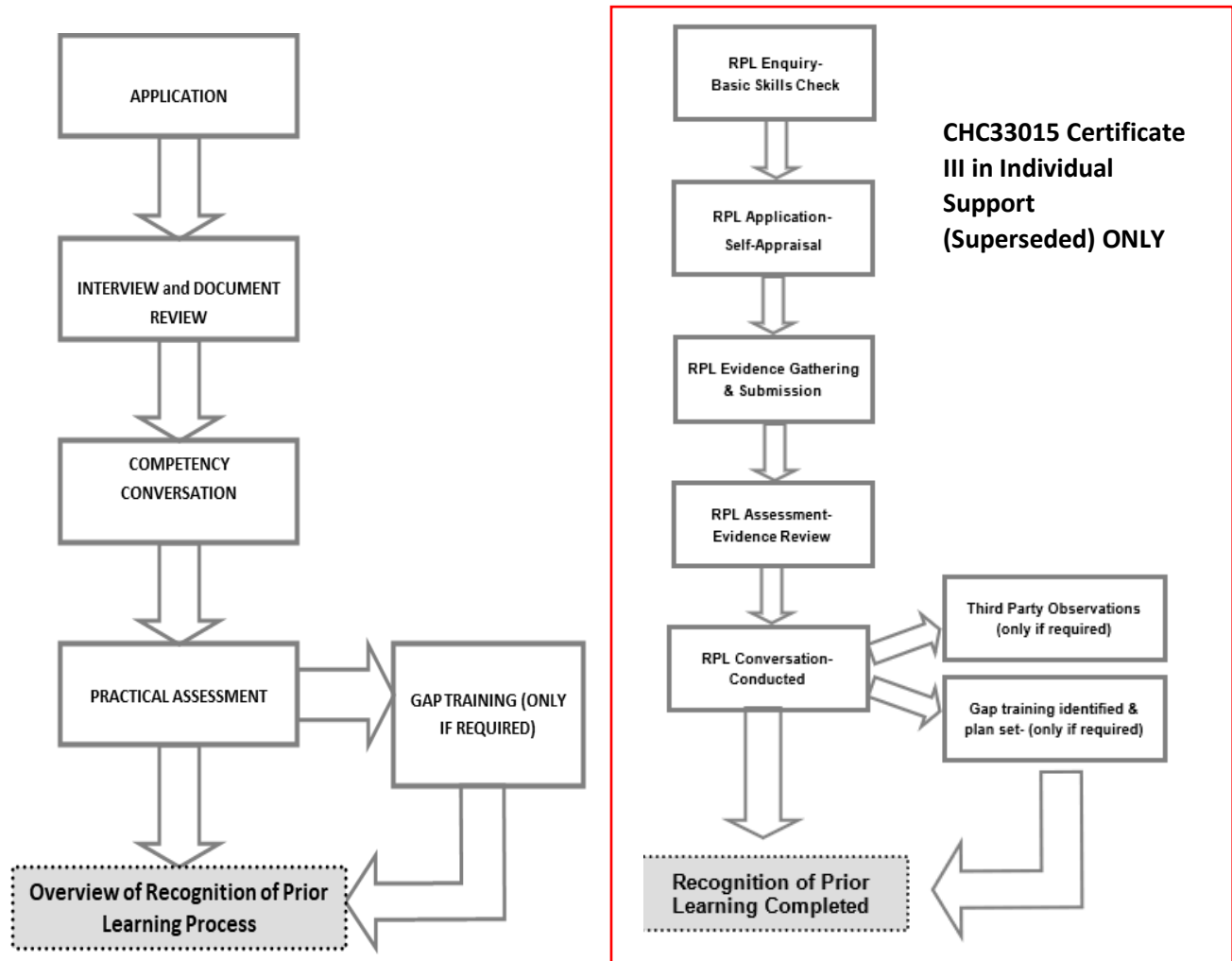
Insufficient evidence

If the result of the assessment is insufficient, you will be given every opportunity to re-submit the areas where there is a skill gap, this could be in the form of questions, demonstration or complete an assessment.

Portfolio

There is no right or wrong way to complete your portfolio as it should be designed by the student, however the contents must be organised in such a way that the RPL assessor can find all the information easily. The evidence students provide should be placed in a portfolio with name and details on each piece to ensure evidence is not misplaced.

Overview of Recognition of Prior Learning (RPL) Process



Credit Transfer Procedure

MiHaven Training accepts and provides credit transfers to students for units of competency (unless licensing or regulatory requirements prevent this) where these are evidenced by the submission of AQF certification issued by any other RTO/ University/ TAFE or submission of authenticated VET transcripts issued by the Registrar.

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country—regardless of where they were issued. Students are not required to repeat any unit or module in which they have already been assessed as competent unless a regulatory requirement or licence condition.

In the case of any non-equivalent units of competency, MiHaven Training completes an analysis to determine the equivalence of the study completed with the relevant units or modules before granting any credit. A gap assessment could be provided in this case.

Before providing credit on the basis of a qualification, statement of attainment or record of results, MiHaven Training uses the Verification of Student Qualification Form to authenticate the information by contacting the organisation that issued the document to confirm the content is valid.

A student's USI transcript contains training outcome data submitted to the national collection by the student's RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions. As such, a student's USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO.

