

RECOGNITION OF PRIOR LEARNING (RPL) POLICY

PURPOSE

MEGT Education & Training is committed to providing quality training and assessment in accordance with the *Standards for NVR Registered Training Organisations (RTOs) 2025*. As such, MEGT Education & Training is required to offer Recognition of Prior Learning (RPL) to all students, and to implement an assessment system that ensures that assessment complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

POLICY STATEMENT

MEGT Education & Training is committed to providing effective processes for Recognition of Prior Learning (RPL) options to all current and prospective students.

MEGT Education & Training will ensure that:

- It implements an assessment system that ensures RPL assessments and decisions comply with assessment requirements of relevant Training Packages/VET Accredited Courses, and maintain the integrity of the Training Product
- RPL assessment is conducted in accordance with the Principles of Assessment (POA)
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE)
- RPL is offered to all students on enrolment; ensuring all students are supported to seek RPL
- Adequate information and support are provided to students in understanding the policy and process on gathering reliable evidence to support their RPL claim. Including any roles Third Parties provide
- All staff understand the RPL Policy and Procedure, including all Assessors meet the requirements of Standard 3.2, 3.3 and the Credential Policy
- All RPL applications are processed in accordance with the MEGT Education & Training **Assessment Policy**; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

DEFINITIONS

The following words and expressions have the following specific meaning, as in the *Standards for NVR Registered Training Organisations (RTOs) 2025*.

AQF certification documentation is the set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

AQF qualification means an AQF qualification type endorsed in a training package or in a VET accredited course.

Assessment means the process by which an RTO, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product.

Assessment system is a coordinated set of documented policies, procedures and assessment tools designed to ensure assessments, including recognition of prior learning produces consistent and valid judgements of student competency and meets the requirements of Standards 2025.

Assessment Judgement means a determination of whether competency has been achieved by a student consistent with the training product and the Standards

Assessment tools mean the instrument, instructions and methods used to gather and interpret assessment evidence for the purposes of determining VET student competency, including:

- The context and conditions of assessment
- The tasks to be administered to the student
- An outline of the assessment evidence to be gathered from the student
- The criteria used to judge student competency, and
- The administration, recording and reporting requirements for assessments and assessment evidence

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Recognition of Prior Learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which that individual meets the requirements specified in the training product.

- *Formal learning* refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, 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).

Registrar has the meaning given in the *Student Identifiers Act 2014*.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training product.

POLICY PRINCIPLES

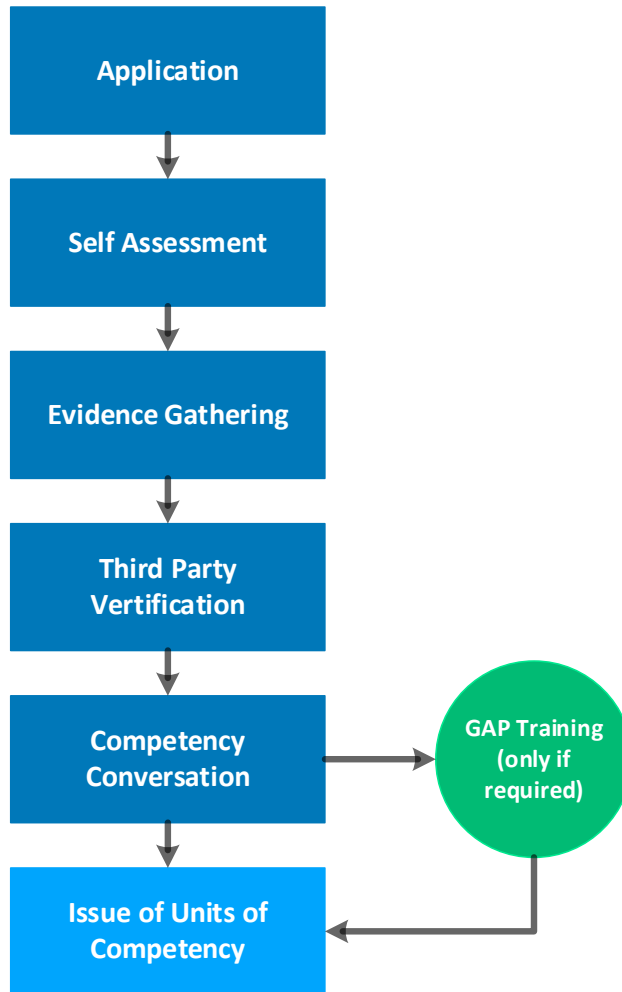
UNDERPINNING PRINCIPLES

- a) RPL is made available to any person commencing a course with MEGT Education & Training. Students are informed of this prior to enrolment and can apply for RPL at the time of enrolment and completed the **RPL Application Form**.
- b) RPL is the determination, on an individual basis, of the skills and knowledge currently held by the student acquired through formal, non-formal and informal learning.
- c) The Trainer will review the applications of candidates to determine suitability for the RPL Pathway.
- d) RPL is used to determine the advanced standing or 'credit' for a training program, that the student may be awarded as a result of their prior knowledge, skills and experience.

- e) RPL is an alternative pathway to an AQF qualification or Statement of Attainment.
- f) RPL is an Assessment process, and as such is subject to all provisions of the MEGT Education & Training **Assessment Policy**.
- g) RPL assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards 2025 and in MEGT Education & Training's **Assessment Policy**.
- h) All students may apply for formal RPL of existing competencies against a AQF qualification/Accredited course/unit of competency/module that MEGT Education & Training is registered to deliver.
- i) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- j) RPL decisions are based on evidence of a variety of prior skills, learning and experience student has undertaken
- k) Competency may be derived from many sources such as:
 - i. Work experiences
 - ii. Work product
 - iii. Life experience
 - iv. Training programs offered by industry, private or community-based providers which may or may not have been formally recognised
 - v. Training programs undertaken overseas (which may or may not be accredited in that country)
 - vi. Informal learning programs
 - vii. Certification from another RTO
- l) MEGT Education & Training will ensure the authenticity, currency and equivalence of evidence provided through a variety of different methods including:
 - i. Verify certifications and evidence by contacting the issuing organisation
 - ii. Requiring the student to demonstrate the skills outlined within the evidence through challenge tests/practical demonstrations
 - iii. Contacting previous employers or third-party contacts to confirm the experiences and skills documented by the student.
- m) RPL decisions by trainers, and outcomes are documented and decided in a way that is fair and transparent amongst students and maintains the integrity of the training product
- n) Only accredited and approved assessors will conduct RPL assessments on behalf of MEGT Education & Training - see **Assessment Policy & Trainer Assessor Policy**
- o) RPL assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- p) RPL application and assessments are subject to fees as outlined in MEGT Education & Training **Schedule of Fees**.
- q) The minimum acceptable claim for RPL is a Unit of competency.
- r) Certification documentation will not be issued until all relevant fees are paid in full - see **Certificate Issuance Policy**.
- s) Information of the RPL processes and arrangements are provided to all students and prospective students.

- t) An applicant, who has undertaken a course that is not competency based, can gain credit into a competency-based course if the mapping of competency can be justified.

THE RPL MODEL



GAP TRAINING

When students are found not eligible for RPL for all of the unit of competency content, the trainer will address these gaps through targeted Gap Training.

The trainer will map the areas of the unit where competency has not been demonstrated through the RPL evidence provided and will document the gap training required for student to develop the required skills and knowledge.

The gap training will be flexible and contextualised to meet the student and industry needs, focusing on the gap content only, not the entire unit of competency.

The trainer will provide the student with information on the gap training required, how training will be delivered, timeframes and the associated costs. Assessment opportunities will be provided to ensure the student demonstrates competency across all elements of the unit.

APPEALS

Students have the right to appeal a Recognition of Prior Learning (RPL) Assessment decision- see ***Complaints and Appeals Policy***.

ACCESS AND EQUITY

Students have fair and equal rights to assessment, including Recognition of Prior Learning (RPL) - see ***Access and Equity Policy***.

RECORDS MANAGEMENT

All documentation from the Recognition of Prior Learning (RPL) process are maintained in accordance with Records Management Policy - see ***Records Management Policy***.

MONITORING AND IMPROVEMENT

All Recognition of Prior Learning (RPL) practices are monitored by the RTO Manager MEGT Education & Training, and areas for improvement identified and acted upon- see ***Continuous Improvement Policy***.

RELEVANT LEGISLATION AND GUIDELINES

Standards for NVR Registered Training Organisations (RTOs) 2025

Quality Area 1 – Training and Assessment

Quality training and assessment engages VET students and enables them to attain nationally recognised, industry relevant competencies

Standard 1.6 – VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product

RESPONSIBILITIES FOR THIS POLICY

All documentation for Recognition of Prior Learning (RPL) documentation processes are maintained in accordance with Records Management Policy and it's the responsibility of the RTO Manager to oversee the implementation of the Recognition Policy and procedures and all related documents and systems.

RELATED DOCUMENTS

- Records Management Policy
- Complaints and Appeals Policy
- Access and Equity Policy
- Assessment Policy
- RPL Kits
- RPL Application Form
- Academic Integrity Policy
- Student Handbook

REVIEW

This policy and procedure will be reviewed annually or amended following continuous improvement strategies implemented by MEGT Education & Training.