Recognition Policy (RPL)

# POLICY

In accordance with the Standards for RTOs 2015 MBA Group Training will recognize AQF qualifications and Statement of Attainment issued by other Registered Training Organisations throughout Australia.

Once verified, AQF Qualifications and Statements of Attainment from other RTOs may provide students with Credit Transfer for units already attained.

MBA Group Training will not recognise partial completion of units through this process however MBA Group Training actively promotes RPL and will conduct RPL assessment in accordance with the principles of assessment and the rules of evidence.

MBA Group Training has qualified RPL Assessors who are responsible for a fair, equitable and consistent RPL process.

This policy is available on MBA Group Training website [www.mba.org.au](http://www.mba.org.au).

# Definitions

**National Recognition** is the process of recognising AQF qualifications and Statements of Attainments issued by other Registered Training Organisations throughout Australia.

**Credit Transfer** (CT) is the process by which MBA Group Training accepts and provides credit for units of competency (unless licensing or regulatory requirements prevent this) where these are evidenced by:

* AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
* authenticated VET transcripts issued by the Registrar

**Recognition for Prior Learning (RPL)** is an assessment process for the purpose of recognizing skills and competencies an individual may have already attained and to provide them with a formal qualification (or statement of attainment) from a nationally recognized training package or curriculum. Individuals wishing to apply for RPL may already have skills and knowledge through:

* formal or informal training and education
* work experience, and /or
* general life experience

RPL assesses a person’s skills and competencies to determine and ensure these are current.

RPL is not required when a person already has the same unit of competency issued by another Registered Training Organization (RTO). In this case, the concept of National Recognition will apply and **Credit Transfer** will be provided to a successful applicant – see MBA Group Training P006 - National Recognition and Credit Transfer Policy.

Check timeframe of qualification for CT. No more than 5 years old.

# PROCEDURE

All students enrolling with MBA Group Training are advised that recognition of prior qualifications can be obtained. They are advised when completing the enrolment form or signing their training plan. Students must inform MBA Group Training **prior to enrolment** that they wish to apply for recognition of qualifications attained through prior learning and/or Credit Transfer.

Students who wish to have competencies recognised must provide MBA Group Training with the original or a certified copy of the original Qualification and/or Statement of Attainment issued.

CT evidence must be current as determined by the industry regulations or industry regulators and do not apply when greater than five years old.

Where CT is provided through National Recognition, the Student’s Training Plan will be updated accordingly and the result of CT will be applied.

## Credit Transfer (CT)

Where a student provides suitable evidence that they have successfully completed a unit or module at another RTO, MBA Group Training will provide credit for that unit or module.

Where CT is provided for units that align with Units of Competency in MBA Group Training’s scope of registration, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s within the course the student is enrolling into, will be completed before any credit can be granted.

For the purposes of National Recognition however, CT may also be provided for elective Units of Competency that do not align with MBA Group Training’s qualification structures. This is only possible however, where the Training Package allows for the importing of units from other training packages / qualifications.

In all cases, MBA Group Training will verify the evidence for authenticity, completeness and compliance with the Australian Qualifications Framework Second Edition 2013 and the VET Quality Framework.

MBA Group Training will also authenticate the information in the document (e.g. by contacting the organisation that issued the document and confirming that the content is valid).

On confirmation of authenticity, validity and completeness of the AQF qualifications and/or Statements of Attainment and application, they will forward the evidence to the Training Manager for Credit Transfer endorsement.

Students will be advised of the outcome of their application and Credit Transfer will be applied to successful applicants for units previously attained, by recording this into the Student Management system (SMS).

Qualifications from non-Australian Educational institutions may only be used to support RPL evidence; it cannot be counted for CT.

Students will not be required to repeat or undertake further learning for the units / modules of their course for which Credit Transfer has been provided.

## Skills recognition

Applications for skills recognition are processed by MBA Group Training administrators and assessors.

Candidates can apply to have skills recognized formally by providing evidence and documentation which proves they meet the competencies requirements.

Candidates will complete an RPL application kit which can be obtained from MBA Group Training office or via email and then is submitted to MBA Group Training. Recognition applications will be entered by an administrator then assessed by a qualified assessor.

This application will consist of evidence provided by the candidate. Evidence can include letters from employers or previous employers, photographs or videos of work completed, sign declarations from character references, previous formal qualifications.

An interview with a candidate will be conducted and references will be contacted. MBA Group Training may ask for further evidence or choose to complete gap assessment on the candidate to ensure competency is met.

Upon completion of reviewing all evidence and the application, if the candidate is found to be competent, the candidate will be charged the RPL fee stated below and once the invoice is paid will be issued with AQF Qualification.

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| From date application received to administrative process completed | 2 business days |
| Initial review of application, further information requested, and candidate interview scheduled | 4-6 weeks |
| Candidate interview completed, and all evidence collected | 1-2 weeks |
| RPL application finalized and invoice generated | 2-4 weeks |
| Once invoice is paid, certificate generated and awarded to candidate | 1-2 business days |

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| From date application received to administrative process completed | 2 business days |
| Initial review of application, further information requested, and candidate interview scheduled | 6-10 weeks |
| Candidate interview completed, and all evidence collected | 2-4 weeks |
| RPL application finalized and invoice generated | 2-4 weeks |
| Once invoice is paid, certificate generated and awarded to candidate | 1-2 business days |

Timeline for RPL of 80% or more of a qualification

## Record Keeping & Reporting

Outcomes of National Recognition and/or Credit Transfer applications will be recorded by the course manager or coordinator in the Student Management System. (VETtrak)

CT outcomes will be reported to the Directorate through the submissions of training activity data as follows:

* For Australian Apprentices – as per dates outlined in the ACT AVETMISS Requirements
* For students funded under the Skilled Capital initiative - within eight weeks of the student’s commencement.

All documentary evidence submitted towards an application for National Recognition and/or Credit Transfer, including certified copies of certificates/statement of attainments, will be retained in the student’s hard copy file.

## Costs

No fee will apply for the Recognition of Prior qualifications and/or Credit Transfer for individual units of competency as part of a qualification.

The costs for skills recognition are as follows:

For 80% or more of a qualification being recognized

Certificate III Carpentry $2750  
Certificate IV Building and Construction Building $4800  
Certificate IV Work Health and Safety $3600

Less than 80% of qualification being recognized

Certificate III Carpentry $275 per unit  
Certificate IV Building and Construction $800 per module   
Certificate IV Work Health and Safety $360 per unit

## Relevant documents and forms

TRA001 – Student Handbook

POL018 – Enrolment Policy

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| **Relevant Standard:** 3.5, 1.12, 5.1 (Standards for RTOs 2015)  **Responsibility: Commercial Director, Business Support Manager**  **Approved:** Oct 2020    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_  **Liz Nair** Commercial Director |