

# Recognition of Prior Learning Policy

## Master Builders Association of Victoria

### 1. Purpose

Assessment including Recognition of Prior Learning (RPL) is conducted in accordance with the principles of assessment and the rules of evidence. Master Builders Association of Victoria RTO (hereinafter called “Master Builders”) will approve RPL to applicants who are able to adequately evidence suitable prior qualifications or experience.

### 2. Scope

This policy relates to all RPL applicants applying for RPL.

### 3. Definitions

**RPL** is an assessment process in which the RPL applicant’s prior learning achieved through work experience, informal and formal training, or other life experiences are aligned to Units of Competency, and clearly identifies that the applicant has achieved the level of competency required and is appropriately recognised.

**Credit Transfer** involves recognising a previously completed qualification or unit of competency that provides equivalent outcomes to those specified in the current training package. If the RPL applicant has a verified statement of attainment from a RTO for an identical unit then credit is automatic. The original document must be sighted by the Head of Training. Refer to *National Recognition and Credit Transfer Policy and Procedure* for more information on Credit Transfer.

### 4. Policy Statement

Master Builders provides qualified RPL Assessors who are responsible for a fair, equitable and consistent RPL process which includes:

- a) Advising intending applicants regarding the RPL process;
- b) Assisting applicants with the preparation of their application form;
- c) Processing applications; and

- d) Advising the applicant of the time, place and date of the interview (if required).

The RPL process is systematically validated on a yearly basis - refer *Validation and Moderation Policy*. All assessments and RPL can be tracked in the student database, including the RPL and issuance registers.

## 5. Policy Principles

Master Builders appoints a staff member responsible for the management of the RPL process. The staff member establishes a register for recording the applications for and results of RPL assessments. The staff member ensures that RPL assessments are completed by appropriately qualified assessors who have the necessary training and assessment competencies as determined by the National Quality Council or its successors and have the relevant vocational competencies at least to the level being assessed and with demonstrated current industry competencies relevant to the assessment being undertaken. The staff member ensures that the applicant is informed in writing of the outcomes of their application.

RPL application can only be submitted for individual Units of Competency. RPL application cannot be used for a full qualification. The student may not apply for the majority of units in the qualification through an RPL process. The assessor will base a judgment for granting RPL on the evidence provided by the applicant in their demonstration of the appropriate skills or a practical demonstration. As a result of submitting an RPL application, RPL applicants may be able to obtain exemption from undertaking some training within the training program.

RPL information is available in Course Information Sheets (for Qualifications) on the Master Builders website [www.mbavtraining.com.au](http://www.mbavtraining.com.au). An application for RPL can be submitted prior to the commencement of the course. RPL procedures are also referred to during course induction (where there is a course induction) and students can apply for RPL after the induction day. Timelines of the application and how it will affect attendance of classes while application is in progress will be organised between the applicant and the Head of Training or delegate.

Information on RPL fees is available on Master Builder's website. RPL can be granted in conjunction with Commonwealth and State government-subsidised funding under Skills First.

RPL applicants who apply for RPL are able to access the Complaints, Concerns and Appeals Policy and Procedure if they do not agree with the outcome of their RPL application.

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When determining a Recognition of Prior Learning judgement, Master Builders will take into account the currency of the evidence provided. It would not be anticipated that evidence of experience gained over 5 years ago would be current. Determination of currency will be made case by case.

## 5.1 Guidelines for RPL process

All RPL applicants will be given the opportunity to apply for RPL for industry skills or life skills, or where credit or credit transfer may apply.

- a) RPL applicants wishing to apply for RPL should speak with the Learning and Enrolment team at the time of enrolment.
- b) The RPL administrator will initially provide the applicant with a “Request for RPL” form. When the applicant has identified the relevant unit/s of competency they believe they may gain RPL, the RPL administrator will provide the applicant with an RPL: Candidate Evidence Portfolio form. The application form enables the applicant to complete a self assessment against the course learner outcomes, and to decide whether they have sufficient experience and relevant documentation to demonstrate prior learning.
- c) If the RPL applicant has a prior Qualification or a Statement of Attainment issued under the Australian Qualifications Framework from any Registered Training Organisation throughout Australia, Master Builders will recognise the AQF qualification and Statement of Attainment issued by the other RTO provided that the findings are consistent with the National Recognition and Credit Transfer Policy.
- d) RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:
  - Review of evidence including relevant formal qualifications;
  - Interviews;
  - Confirmation of testimonials;
  - Validated workplace logbooks;
  - Skills/Challenge testing;
  - Written/Oral reviews.
- e) The RPL assessor assesses applicant’s individual experience and qualifications against appropriate learning outcomes/competency statements, and may request a meeting to interview the applicant.
- f) If the evidence matches learning outcomes/competencies then full recognition is granted.

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# Recognition of Prior Learning Policy

- g) If evidence does not match learning outcomes/competencies then further evidence is requested. This may involve an additional interview with the applicant. Timelines for submission of additional evidence are negotiated between the RPL Assessor and the applicant.
- h) If further evidence is not recognised or received within the additional two weeks then RPL application is rejected, a letter of advice will be forwarded to applicant advising of decision either way.
- i) If RPL applicant wishes to appeal decision he/she must inform Master Builders in writing within 1 week of notification of RPL assessment outcome.
- j) RPL applicant may appeal decision following the complaints and appeals process, at no cost to RPL applicant.
- k) Letter of advice of outcome is forwarded to applicant within two weeks of final decision.
- l) Completed RPL Candidate Evidence Portfolio (i.e. application form) with evidence is retained in the RPL applicant's file, together with results of application.

Details of the application and outcome are recorded on the RPL Assessment Register and the Student Management System.

## 6. Person(s) Responsible

The Head of Training is responsible for managing and communicating this policy and will delegate the actioning to the RPL Administrator.

## 7. Associated Documents

- Request for RPL form
- RPL Register
- RPL Candidate Evidence Portfolio form
- Complaints, Concerns and Appeals Policy
- National Recognition and Credit Transfer Policy
- Code of Practice
- VQF Quality Management System
- Student Handbook
- Course Information Sheet

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# Recognition of Prior Learning Policy

**Policy developed by:** Head of Training and Compliance Coordinator

**Refer to:** Standard 1 – Clause 1.8 -1.12 and Standard 4 – Clause 4.1, Standards for RTOs 2015

**Approved by:** Corrie Williams, Head of Training  
Viviana Hood, General Manager - Commercial Operations

**Policy endorsed by:** Radley De Silva, Chief Executive Officer

Version Control	Date Released	Approved by	Amendment	Next Review Date
V1	Nov 2013	Viviana Hood, Training Manager		
V2	May 2014	Julie-Anne Sheppard, Manager – Training Viviana Hood, General Manager - Commercial Services		
V20150225 (v3.0)	25 Feb 2015	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Services	Updated to meet Standards for RTO 2015	Sep 2016
V4.0	6 Sep 2016	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting adjusted to reflect standard template for policies. Minor grammatical changes. Removed reference to VTG and replaced with Skills First. Removed RPL can be granted for full qualification. Changes to Manager of Training title.	Sep 2017
V5.0	7 Oct 2016	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Inclusion of paragraph relating to currency of evidence for RPL (page 2)	Sep 2017
V6.0	13 Jan 2017	Corrie Williams, Head of	Inclusion of sentence “The	Sep 2017

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## Recognition of Prior Learning Policy

		Training Viviana Hood, General Manager - Commercial Operations	student may not apply for the majority of units in the qualification through an RPL process"	
V7.0	3 Jan 2018	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting adjusted to the new Master Builders template with the new logo	Dec 2018

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