

<b>Audience</b>	Internal <input checked="" type="checkbox"/>	External <input checked="" type="checkbox"/>
<b>Policy ID</b>	<b>EDN-024-I-POL Skills Recognition</b>	
<b>Responsible officer</b>	Manager International Education	
<b>Contact officer</b>	Compliance Manager	
<b>Endorsed by</b>	MEGT Continuous Improvement Committee	
<b>Endorsement date</b>	27/03/19	
<b>Effective date</b>	01/04/19	
<b>Version</b>	Version Feb 2019	

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## **1. INTRODUCTION**

### **1.1 Purpose**

MEGT (Australia) Ltd, trading as MEGT Institute (the Institute) recognises the experiences, knowledge, skills, abilities and previous qualifications which students bring with them when they enrol in our courses. Therefore, the Institute will ensure that Credit Transfer and Recognition of Prior Learning is offered to all applicants on enrolment, and provide adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of when, how or where their learning took place.

Students may apply to have previous courses, formal qualifications, completion of Units of Competency or qualifications with another provider, knowledge, work experience and/or life experiences or any combination of the above, recognised for credit or exemption towards their courses when they enrol with the Institute. The process of skills recognition operates in such a way that decisions are based on validity, authenticity, sufficiency, reliability and currency.

## **2. SCOPE**

This policy applies to MEGT Institute.

## **3. LEGISLATIVE CONTEXT**

This policy satisfies the requirements of Standard Three (Clause 3.5) of ASQA's Standards for Registered Training Organisations 2015 (SRTOs 2015) in relation to Credit Transfer and Recognition of Prior Learning. It also aligns to the principles of the Australian Qualifications Framework.

## **4. DEFINITIONS**

**Skills Recognition** is the process through which students can gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning.

**Credit Transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. It is used to determine the extent to which the achievement of the previously acquired qualification is equivalent to the required learning outcomes, competency outcomes, or standards in another qualification. This may include credit transfer based on formal learning that is outside the AQF framework, but generally will relate to competencies achieved through another Registered Training Organisation. Units to be considered for credit transfer will correspond substantially in content, objectives and standard to equivalent units offered within the Institute. Evidence required is an original or verified copy of a Statement of Attainment or similar academic transcript, from the issuing Registered Training Organisation.

**Recognition of Prior Learning (RPL)** is an assessment process that involves the assessment of an individual's relevant non-formal and informal learning to determine the credit outcomes and the extent to which that individual has achieved the required learning outcomes or competency standards. RPL may involve the assessment of previously unrecognised skills and knowledge the individual has achieved outside the formal education and training system.

**Recognition of Current Competency (RCC)** applies if an individual has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained.

**Advanced standing** relates to exemption from parts of a course or Unit of Competence on the basis of Skills Recognition.

**CoE** is a Confirmation of Enrolment issued out of PRISMS.

**PRISMS** is the acronym for the Australian Government Department of Education's Provider Registration and International Student Management System.

## **5. POLICY STATEMENT**

MEGT Education has an established Skills Recognition process to recognise students who wish to gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning. Skills Recognition will generally take the form of either Credit Transfer or Recognition of Prior Learning.

## **6. PROCEDURES**

A qualified Assessor or Education Manager can determine eligibility for Credit Transfer. (See Appendix A for process summary)

MEGT Institute shall at all times ensure that assessors completing assessment for prior learning will have completed a TAE40110 Certificate IV in Training and Assessment or its successor or higher-level qualification Assessing units plus the relevant vocational competencies.

Students are made aware that the Institute offers Skills Recognition via the enrolment process and via the Institute website. A fee may apply for processing a Recognition of Prior Learning application unless already covered by the course fee. There is no fee charged for processing a Credit Transfer application.

Students are advised of Credit Transfer/RPL possibilities prior to enrolment and are required to submit authenticated detailed documentation, including Course Transcripts, Statements of Attainment, Certificates, Unit Outlines and letters of reference at that time. Documents and application for Credit Transfer/RPL must be submitted when applying for the course, or prior to course commencement. All international documents must have a certified English translation. MEGT Institute reserves the right to verify the authenticity of documents submitted.

Students are advised that Recognition of Prior Learning and/or Credit Transfer may impact on the length of their course, and for overseas students advice is to be given that this may impact their visa and a change of duration will be indicated on the CoE issued out of PRISMS for the student. Where Credit Transfer or RPL is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.

### **6.1 Credit Transfer (CT) Procedure**

#### **Implementation of the CT process**

1. It must be noted according to SRTOs 2015, all registered training organisations must accept and provide credit to learners for units of competency and/or modules (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.
2. Credit transfer is a process to determine whether an initial course or subject is the same or equivalent to a unit or units in a destination course. Generally, this will be on a unit code for code basis, making sure that the main component of the code is the same, yet the lettered version identifier (A, B, C, D, etc) may be different as long as the unit is

deemed equivalent. The determination is based on whether the initial course or subject is equivalent on [www.training.gov.au](http://www.training.gov.au).

3. Students applying for Credit Transfer will need to apply using the Institute's Credit Transfer Application Form, which must be signed by the student and provide a certified copy of their qualification, unless issued by MEGT and the results are maintained on MEGT Institute's Student Management System, and complete academic transcript and may also be required to provide detailed unit outlines, and/or samples of material submitted for assessment.
4. Credit may be granted in full or in special circumstances advanced standing may be granted for some components of the application and the student is required to undertake additional gap work/training to complete.
5. The applicant signed Credit Transfer application form and copies of supporting documentation will be assessed and approved or rejected by the Education Manager or a suitably qualified Trainer/Assessor in consultation with the Education Manager and processed through Student Administration using the 'Office Use' checklist on page two of the application. For successful applications pertaining to qualifications not issued by MEGT, a copy of the application, original transcript and result is to be placed in the student's file to be retained in accordance with the Institute's Archiving, Retention and Retrieval Guidelines for Student Records Policy and Procedure.

NOTE: While Standard 3.5 of the Standards for Registered Training Organisations 2015 requires RTOs to accept and provide credit to learners for units of competency and/or modules delivered by another RTO, ASQA makes it clear that the Institute is under no obligation to issue any certification (either qualifications or statements of attainment) based entirely on the individual having undertaken all of the required training with another RTO.

## **6.2 Recognition of Prior Learning (RPL)**

### **Implementation of the RPL process**

1. To commence the process, an application for RPL is to be submitted by the applicant to formally request an assessment, using the Institute's RPL Application Form. On this form, the applicant is required to provide details of the qualification or units of competency the application applies to. This form also asks the applicant to provide some basic details of employment, work experience and other interests relating to the request and their relevant education and training history. The information is used as a point of reference in the initial interview stage of the process.
2. Once the initial application and supporting documentation has been received by the Institute, a qualified Assessor or Education Manager allocates an appropriate assessor to organise an initial interview with the applicant at a mutually agreed date, time and location.
3. At the initial interview, the assessor discusses the application with the applicant to explore their prior learning experiences and discuss opportunities. The assessor may also use this interview (or a subsequent interview) to ask a range of documented questions from a question and answer bank from the RPL Assessor's Tool developed for the qualification, relating to the applicants' experience thus initiating a 'competency conversation' where the responses are to be documented and used as evidence to ascertain their level of knowledge and understanding.  
At the initial interview, the applicant is to be provided with an RPL Applicant Information Pack for the qualification or unit/s of competence for which they are applying. The RPL

Applicant Information Pack includes detailed directions and guidelines for the applicant to follow and a list of specified documents they will need to collate as part of their portfolio of evidence. This may include third party evidence from current, previous and/or community settings and previous study, certified certificates and work samples. To assist students with this process the applicant must also be provided with a copy of the unit/s of competency or reference to the training.gov.au website where applicable. The assessor will guide the applicant through the process and supply their contact details for any additional support they may need in this stage of the process.

4. Once the applicant has gathered and compiled their portfolio of evidence, they will need to meet with the assessor once again to answer 'competency conversation' questions, if not already done at the initial interview, and undertake a practical skills assessment in a practical environment to ensure they meet the required benchmark, as specified in the unit/s of competence. This practical assessment will also need to be documented by the assessor and retained as another form of evidence. When assessing the applicant, the assessor shall at all times ensure that the evidence supplied is authentic, valid, reliable, current and sufficient.
5. Education manager or trainer and assessor will determine whether the RPL application is/ is not approved based on the initial conversation outcomes, resume, supporting documents and evidence provided by applicants. Education manager or trainer and assessor may request additional evidence from applicants.
6. RPL may be granted in full for a unit or units of competence or be granted for some Elements of the unit and the applicant may still be required to undertake additional work or gap training to complete the unit.
7. When the assessment process is completed, the successful or unsuccessful results are reviewed and authorised by the Education Manager and then communicated personally to the applicant and followed up in writing to the applicant. This enables discussion of the assessment result and explanation of the assessment rationale.
8. If the application is rejected, the open communication process enables the applicant to discuss any grounds for an appeal which the applicant may wish to present. If the application is rejected, they may request further assessment, re-apply providing additional information and evidence or appeal the decision, via the EDN-008-I-POL Complaints and Appeals process.
9. For a successful assessment, the authorized results are updated to the Student Management System.
10. The RPL application, copies of evidence, supporting documentation and final results are to be placed in the students file and retained in accordance with the Institutes EDN-026-I-POL Archiving, Retention and Retrieval Guidelines for Student Records Policy.
11. It is expected the RPL application process will take between 4-8 weeks depending on quantity of units been assessed.
12. RPL assessment is to be undertaken and finalized prior to the commencement of formal study. Students are not provided with access to learning materials, teaching or classroom session attendance while RPL application and assessment processes are in progress.

13. Student timetable may be effected and require amendment if RPL application is approved.

### **6.3 Recognition of Current Competence (RCC)**

RCC is a process where a person submits a previously awarded Unit of Competence or other formal qualification, they may still be required to demonstrate current competence. This will apply to units such as First Aid, which may only be valid for two years.

Industry guidelines and/or licensing requirements may need to be referenced for currency specifications. In general, MEGT Institute does not use this process due to the nature of current scope offerings. RCC is generally granted for a full Unit of Competence rather than a part of a unit.

## **7. RELATED POLICIES AND PROCEDURES**

EDN-008-I-POL Complaints and Appeals Policy and Procedure

EDN-017-I-POL Qualification Issue Policy and Procedure

EDN-026-I-POL Archiving, Retention and Retrieval Guidelines for Student Records Policy

## **8. IMPLEMENTATION**

EDN-024-I-POL Skills Recognition Policy and Procedure is made available via the MEGT intranet internally and available to applicants or potential applicants upon request.

## **9. RESPONSIBILITIES**

The International Compliance Manager will review this policy annually, or in case of legislative changes requiring amendments.

## **10. ATTACHMENTS**

[EDN-024-FORM Credit Transfer Application Form](#)

[EDN-024-FORM Credit Transfer Application Form – First Aid](#)

[EDN-024-FORM Recognition of Prior Learning Application Form](#)

[EDN-024-FORM Recognition of Prior Learning Applicant Information Pack Template](#)

(customized to each qualification on the scope of registration)

[EDN-024-FORM Recognition of Prior Learning Assessor Tool Template](#) (customized to each qualification on the scope of registration)

## **11. PROCESS MAP**

Appendix A on next page

APPENDIX A

Recognition of Prior Learning

