

# RTO Recognition of Prior Learning Policy and Procedure

## PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and processes in respect to the granting of credit as the result of Recognition of Prior Learning processes.

## SCOPE

This policy and procedure applies to students enrolled with Music SA who wish to apply for Recognition of Prior Learning for any nationally endorsed AQF Qualifications, Skill Sets or Units of Competency on Music SA's current Scope of Registration.

## POLICY STATEMENT

As a Registered Training Organisation, Music SA is required under the Standards for Registered Training Organisations (RTOs) 2015 to offer Recognition of Prior Learning to all students at the time of enrolment.

Recognition of Prior Learning is an assessment process that assesses the skills, knowledge and experience that individuals have previously acquired through formal, non-formal and informal learning activities against the requirements of a AQF Qualification, Skill Set and/or individual Units of Competency.

Fees apply for Recognition of Prior Learning. These fees are listed in the Music SA RTO Annual Schedule of Fees. The terms and conditions that apply to the payment of RPL fees are described in the Music SA RTO Fees, Payments and Refunds Policy and Procedure.

## DEFINITIONS

**AQF Qualification** means an Australian Qualifications Framework (AQF) qualification type e.g. Certificate, Diploma or Advanced Diploma, that is endorsed in a national Training Package.

**Formal Learning** means learning that takes place through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment e.g. Certificate, Diploma.

**Non-Formal Learning** means 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 e.g. non-accredited short course.

**Informal Learning** means learning that results through experience of work-related, social, family, hobby or leisure activities.

**Skill Set** means a single Unit of Competency or a combination of Units of Competency from an endorsed Training Package which link to a licensing or regulatory requirement, or a defined industry need.

**Training Package** means the components of a Training Package that have been endorsed by an Industry and Skills Council (or its delegate) in accordance with the Standards for Training Packages. The endorsed components are: Units of Competency; Assessment Requirements; Qualifications and Credit Arrangements.

**Unit of Competency** means the individual units of learning that comprise a AQF qualification or Skill Set that have been developed to reflect the knowledge, skills and standard of performance required in the workplace.

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### REFERENCES

- Music SA Enrolment Policy and Procedure
- Music SA Fees, Payments and Refunds Policy and Procedure
- Music SA RTO Complaints Policy and Procedure
- Music SA RTO Appeals Policy and Procedure
- Standards for Registered Training Organisations (RTOs) 2015
- Users' Guide to the Standards for Registered Training Organisations 2015

### DOCUMENTS

The following documents support this policy and procedure:

- Music SA RTO Recognition of Prior Learning Application Form
- Music SA RTO RPL Application Kit
- Music SA RTO RPL Assessment Record Book
- Music SA RTO Enrolment Form
- Music SA RTO Schedule of Fees
- Music SA RTO Payment Schedule Agreement Form
- Music SA RTO Direct Debit Request Agreement Form
- Music SA RTO Complaint Form
- Music SA RTO Appeal Form

### RESPONSIBILITIES

The **Music SA Board** is responsible for:

- approving the RTO Recognition of Prior Learning Policy and Procedure and all subsequent revisions; and
- participating in the complaint resolution process as outlined in the RTO Complaints Policy and Procedure.

The **Music SA General Manager (GM)** is responsible for:

- presenting any subsequent revisions of the RTO Recognition of Prior Learning Policy and Procedure to the Music SA Board for approval
- ensuring that all RTO staff understand their roles and responsibilities in relation to this policy and procedure
- responding to any formal complaints received from students in relation to RPL processes, in accordance with the Music SA RTO Complaints Policy and Procedure; and
- responding to any formal appeals received from students in relation to RPL assessment outcomes.

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### RESPONSIBILITIES

The **Music SA Business Manager (BM)** is responsible for:

- presenting any draft revisions of the RTO Recognition of Prior Learning Policy and Procedure to the Music SA GM for consideration
- receiving all RTO Recognition of Prior Learning Application Forms and forwarding to suitably qualified RPL Assessors for processing
- processing enrolment forms, and negotiating RTO Payment Schedule Agreements and the payment of RPL fees, in accordance with the Music SA RTO Schedule of Fees and the RTO Fees, Payments and Refunds Policy and Procedure
- recording the outcomes of Recognition of Prior Learning assessment processes in the RTO Student Management System; and
- ensuring the safe and secure storage of all RPL related documentation and submitted/gathered documentary evidence in student files.

All **Music SA RPL Assessors** are responsible for:

- ensuring that they comply with this policy and procedure when managing Recognition of Prior Learning assessment processes
- completing all required RTO RPL documentation i.e. RTO RPL Evidence Assessment Mapping Matrix Spreadsheets and RTO RPL Assessment Record Books
- ensuring that the originals of all documentary evidence submitted are sighted and/or verified as authentic
- designing and facilitating additional evidence gathering activities
- informing applicants of the outcome(s) of Recognition of Prior Learning assessment processes
- ensuring applicants understand that they have the right to complain if they wish to dispute a Recognition of Prior Learning assessment outcome; and
- submitting all completed RPL related documentation, including copies of all submitted/gathered documentary evidence to the Music SA Business Manager for recording and storage.

All **RPL Applicants** are responsible for:

- ensuring that they comply with all the RPL related processes outlined in this policy and procedure; and
- ensuring that only authentic documentation is submitted for the purpose of Recognition of Prior Learning.

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### PROCEDURE

- 1 Any individuals who wish to apply for Recognition of Prior Learning need to complete the Music SA RTO RPL Application Form and submit at the time of enrolment (preferably), or at least two weeks prior to course commencement to the Music SA BM.
- 2 Music SA BM will acknowledge receipt of an RTO RPL Application Form by emailing the applicant and completing the relevant sections of the RPL Application Form.
- 3 Music SA BM will identify a suitably qualified RPL Assessor and forward the RPL Application Form to them so they can begin the RPL process.
- 4 Music SA RPL Assessor will meet with the applicant to discuss the information provided in their Application Form and their suitability for a formal RPL process. If it is agreed that they are a suitable RPL candidate, the RPL Assessor will provide the applicant with a copy of the Music SA RPL Application Kit, Enrolment Form and a Schedule of Fees. RPL Assessor will also discuss the Packaging Rules for the Qualification and opportunities for Credit Transfer.
- 5 RPL Applicant will enrol in the Units of Competency for which RPL is being sought in accordance with the Music SA Enrolment Policy and Procedure and pay all required fees. This may involve negotiating a Payment Schedule Agreement.
- 6 Applicant will complete the RPL Application Kit and submit a portfolio of evidence for initial assessment by the Music SA RPL Assessor.
- 7 Music SA RPL Assessor will conduct an initial assessment of the portfolio of evidence submitted by the applicant to determine if any credit can be immediately rewarded, or if additional RPL evidence is required. RPL Assessor will record assessment outcomes in the applicant's RPL Assessment Record Book.
- 8 Music SA RPL Assessor will inform applicant of the outcome of the initial assessment process and negotiate with the applicant for the conduct of additional evidence gathering activities if required.
- 9 Music SA RPL Assessor will design and facilitate the conduct of additional evidence gathering activities (if required) and/or verify the authenticity of RPL documentation submitted by the applicant.
- 10 Music SA RPL Assessor will inform the RPL applicant of the final outcome of the RPL assessment process.
- 11 Music SA RPL Assessor will complete all RPL documentation and submit along with all submitted/gathered documentary evidence to the Music SA BM for resulting in the RTO Student Management System.
- 12 Music SA BM will arrange for the issuance of all relevant AQF certification.
- 13 Music SA BM will ensure that all RPL related documentation is stored in student files. All submitted/gathered documentary evidence will be kept for a minimum of six months.

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### RPL PROCESS FLOWCHART (RPL APPLICANT)

#### Step 1

Applicant to complete the Music SA RTO RPL Application Form and submit to Music SA along with a current Curriculum Vitae/Personal Resume.



#### Step 2

Applicant to meet with a Music SA RPL Assessor to discuss the information provided in their Application Form and their suitability for a formal RPL process. If it is agreed that they are a suitable RPL candidate, the RPL Assessor to provide applicant with a copy of the Music SA RPL Application Kit, Enrolment Form and a Schedule of Fees. RPL Assessor to also discuss the Packaging Rules for the Qualification and opportunities for Credit Transfer.



#### Step 3

Applicant to enrol in the Units of Competency for which RPL is being sought in accordance with the Music SA Enrolment Policy and Procedure.



#### Step 4

Applicant to complete the RPL Application Kit and submit a portfolio of evidence for initial assessment by the RPL Assessor.



#### Step 5

RPL Assessor to conduct an initial assessment of the portfolio of evidence submitted by the applicant to determine if any credit can be immediately rewarded, or if additional RPL evidence is required. RPL Assessor to record assessment outcomes in the applicant's RPL Assessment Record Book.



#### Step 6

RPL Assessor to inform applicant of the outcome of the initial assessment process and negotiates with the applicant for the conduct of additional evidence gathering activities if required.



#### Step 7

RPL Assessor to facilitate conduct of additional evidence gathering activities (if required) and/or verification of the authenticity of RPL documentation submitted by the applicant.



#### Step 8

RPL Assessor to advise RPL applicant of the final outcome of the RPL assessment process, complete all RPL documentation and submit for system resulting and the issuance of the relevant AQF Qualification or Statement of Attainment.

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### RPL ASSESSMENT PROCESS FLOWCHART (RPL ASSESSOR)

#### Step 1

RPL Assessor to review all the documentation submitted by the RPL applicant to check that no documentation is missing.



#### Step 2

RPL Assessor to complete the RPL Evidence Assessment Mapping Matrix Spreadsheet by mapping the evidence submitted by the RPL Applicant against the Elements, Performance Criteria and Performance/Knowledge Evidence Assessment Requirements for each Unit of Competency.



#### Step 3

RPL Assessor to make a determination as to whether a Unit of Competency can be awarded based solely on the portfolio of evidence submitted by the RPL applicant. RPL Assessor to record this information in the Summary of RPL Assessment Results in the RPL Assessment Record Book, and if required, identify what additional RPL evidence needs to be gathered to confirm competency.



#### Step 4

RPL Assessor to design additional evidence gathering activities (if required) by customising the supplied Templates, or if these do not exist, by creating and customising their own.



#### Step 5

RPL Assessor to conduct additional evidence gathering activities (if required) and make a determination as to whether the RPL applicant's performance in these activities is of a 'Satisfactory' standard and sufficient to enable the awarding of the respective Unit of Competency. RPL Assessor to record this information in the Summary of RPL Assessment Results in the RPL Assessment Record Book.



#### Step 7

RPL Assessor to complete all components of the Assessor Sign-Off section of the RPL Assessment Record Book.



#### Step 8

RPL Assessor to inform the RPL Applicant of the final outcome of the RPL assessment process, and submit all documentation to the Music SA Business Manager for system resulting, the issuance of the relevant AQF qualification or Statement of Attainment and storage.

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### STATUS AND DETAILS

Category:	Training and Assessment
Reference Code:	MSA-RTO-POLP-TAS:2-V1.0
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Status:	Current
Commencement Date:	16/10/2018
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Authorising Authority:	Music SA Board
Authorisation Date:	16/10/2018
Accountable Officer:	Music SA Business Manager