



RPL Procedure

There are different terms used to refer to the recognition of an individual's learning and skills. These include Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC).

Recognition of Prior Learning

RPL is a form of assessment used to determine whether a person has achieved; through formal learning and experience, the required learning outcomes of a module or modules.

Recognition of Current Competency

RCC is the Recognition of Current Competency acquired and held through prior learning, formal training, work experience or life experience. It is the equivalent to assessment against a unit of competency.

Candidates are to submit applications for RPL/RCC, together with all supporting documentation, in writing, to the Program Manager at least 10 working days prior to the commencement of the qualification/program/course.

Each separate application for RPL/RCC will incur a fee of \$80.00 per hour; therefore *it is advisable* that the candidate checks the entire qualification/program/course content before making their application. The fee will apply whether the application for RPL/RCC Assessment is requested for recognition of one or more units of competency or for the entire qualification/course, and must be paid in full when submitting the application. The fee is based on time committed by the Facilitator, the Assessor and the Technical Expert to complete the assessment and therefore will not be refunded.

Information and advice on making application for RPL must be obtained from the Program Manager. Applications for RPL/RCC are to be submitted to the Chief Executive Officer who will arrange for the processing of applications by the following members of the Assessment Panel:

- RPL / RCC Facilitator
- Assessor
- Benchmark Specialist

Upon enrolment, Candidates are to decide if their experience relates to any Units / Modules in the selected qualification/program/course, request entry to the RPL / RCC process and obtain an RPL/RCC Kit from the Chief Executive Officer which includes the following documents:

- Skills Recognition Brochure
- Skills Recognition Policy and Procedure
- Application for RPL / RCC
- Unit /Module descriptors relating to qualification/program/course to which candidate is applying
- And pay the appropriate qualification/program/course and RPL/RCC fee(s).

The Candidate is to submit their application to the Chief Executive Officer with originals of any documents and supporting evidence. The application will then be processed by the Assessment Panel, and the Candidate may be required to attend an interview.

The Assessment Panel will either *grant* or *deny* recognition, *or* may require further assessment.

The Candidate will be notified of the Assessment decision, *in writing, and prior to the commencement of the course, program or Unit of Competence/Module, where time permits.*

If RPL/RCC is granted, the Candidate's Student Record will be noted accordingly and the Student will not need to undergo training in the granted units/modules.

If RPL/RCC is not granted, the Assessment Panel will ensure that the Candidate is fully aware of their Appeal rights.

MACE INC. Inc. will endeavour to process applications in the shortest possible time, having regard to the nature of the application and availability of resources. The fee is not applicable for Government funded programs.