

RECOGNITION OF PRIOR LEARNING

Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application may only be made after enrolment and payment of fees and must be made using the Application Form provided in your Student Kit.

Procedure:

- RPL applications are to be made using the application form.
- The RPL application form should be completed and forwarded to the MSAC Institute of Training's RTO Administrator together with the required fee (please check with the MSAC Institute of Training).
- A copy of the application form is placed on your file.
- The MSAC Institute of Training will provide you with access to the relevant Units or Modules prior to the RPL application being completed.
- They will give you advice on completing the RPL application form and gathering reliable evidence.
- The MSAC Institute of Training or teaching staff will assess completed RPL applications and you will be advised promptly of the decision. Further information or an interview may be required before evaluation of the application is completed.
- The completed RPL record must be signed by you and the assessor
- RPL application documentation, assessment processes and outcomes are placed in your file.
- Granting of RPL will be recorded as a unit outcome in your file and on the student records management system.
- You may use the Appeals and Complaint Resolution Procedure outlined in this Student Guide if dissatisfied with the outcome of your applications.

CREDIT TRANSFERS

Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.

Procedure:

- Credit transfer applications are to be made using the application form.
- Applicants must supply the MSAC Institute of Training with a copy of a verified Award or Statement of Attainment.
- The RTO Administrator will check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- Verified copies of Qualifications and Statements of Attainment used as the basis for granting credit transfer will be retained on your file.
- Granting of a credit transfer will be recorded as a unit outcome in your file and on the student records management system.