Community College Services

Information Provided to Customers

B1 The Community College Manager is responsible for

   B1.1 Ensuring that students and potential students are informed of their right to apply for recognition of prior learning and credit transfer
   B1.2 Ensuring that students and potential students are provided with the appropriate brochures about recognition of prior learning and credit transfer
   B1.3 Updating brochures and providing access to the brochure on the MADEC website (also refer MQPR 8-1)
   B1.4 Updating forms for use in applying for recognition of prior learning and credit transfer
   B1.5 Ensuring that copies of relevant learning outcomes and competencies are provided to students when they apply for recognition of prior learning and credit transfer.

Applying for Recognition of Prior Learning

C1 RPL applies at a unit of competence level and not at a course level.

C2 Students are required to enrol in one or more units of competence of a course in which they are applying for RPL in before RPL can be granted.

C3 Each approved RPL must have a training outcome in that course or qualification.

C4 A student may be granted RPL for a whole course or qualification.

C5 Application forms are available from the Community College.

C6 Students are required to complete the forms, collect evidence against the performance criteria of the unit of competence and deliver their application form and documentation to the Community College for payment of fees and registration.

C7 The Community College Manager is responsible to ensure that

   C7.1 All RPL applications must have a completed form attached to it
   C7.2 RPL applicants can access information, support and consultation with appropriate staff members for assistance
   C7.3 No applications are accepted without payment of the current RPL fee
   C7.4 Each application is to be considered independently of other applications and will attract a separate fee
C7.5 Students will be supplied with confirmation of their RPL application after enrolment.

C7.6 MADEC staff members applying for RPL are exempted from all fees.

Assessing Recognition of Prior Learning Applications

D1 The Community College Manager identifies the appropriate qualified RPL assessor to conduct the assessment.

D2 The delegated qualified RPL assessor may seek the assistance of subject technical experts to conduct the assessment.

D3 The RPL is assessed according to the RPL assessment model in the Recognition of Prior Learning Training and Application Manual for Education.

Processing Recognition of Prior Learning Applications

E1 The delegated qualified RPL assessor is responsible to

   E1.1 Ensure that RPL meets the requirements of the relevant Training Package or accredited course

   E1.2 Inform RPL applicants that they can participate and engage in the RPL process

   E1.3 Complete the assessment process (also refer MQPR 8-3) and submits all necessary documentation and results to the Community College Manager.

E2 The Community College Manager is responsible for

   E2.1 Checking the RPL has all the accurate and required documentation

   E2.2 Ensuring that granted RPL’s do not fall into the category of Direct Credit Transfer and vice versa

   E2.3 Sending the application to a second qualified RPL assessor for approval and counter signature

   E2.4 Ensuring that there are no unresolved issues about the granted RPL

   E2.5 Processing the application and registering results into the VETTRAK student records system (also refer MQPR 10-1)

   E2.6 Ensuring that the student is informed of the results of their application formally by letter.

Credit Transfer

F1 The Community College Manager ensures that teachers inform students of the possibility of credit transfer.

F2 A student can apply for credit transfer for a whole course or qualification.

F3 Application forms for credit transfer are available from Community College staff members.
F4 Students are required to complete the form, collect evidence documentation and submit to the Community College for payment of fees.

F5 The Community College Manager forwards the application to the appropriate qualified teaching staff member for processing and decision making.

F6 The delegated qualified teaching staff member may seek the assistance of subjects’ technical experts to conduct the assessment.

F7 The delegated qualified teaching staff member completes the assessment process and submits all necessary documentation and results to the Community College Manager.

F8 The Community College Manager is responsible for

F8.1 Checking the credit transfer has all the accurate and required documentation

F8.2 Sending the application to a second qualified teaching staff member for approval and counter signature

F8.3 Ensuring that there are no unresolved issues about the granted credit transfer

F8.4 Processing the application and registering results into the VETTRAK student records system

F8.5 Ensuring that the student is informed of the results of their application formally by letter.

F9 MADEC staff members applying for credit transfer are exempted from all fees.

Qualified Assessors for RPL and Credit Transfer

G1 Assessments are conducted by an assessor or teaching staff member who has as a minimum

G1.1 Completed the three assessment Units from Certificate IV in Training and Assessment or is able to demonstrate equivalent competencies in accordance with MADEC requirements

G1.2 Relevant vocational competencies at least to the level being assessed.

G2 If a teaching staff member does not possess the above minimum requirements the following two people may work together to conduct assessments

G2.1 One person that has completed the three assessment units from Certificate IV in Training and Assessment or is able to demonstrate equivalent competencies in accordance with MADEC requirements and

G2.2 One person who is able to demonstrate vocational competencies at least to the level being assessed.

G3 The Community College Manager and the Human Resource Manager is responsible for

G3.1 Employing teaching staff members with the appropriate qualifications, skills and experience to facilitate delivery of training and assessment
G3.2 Reviewing teaching staff members’ qualifications, skills and experience annually

G3.3 Maintaining up-to-date records of the verified training, assessment and vocational competencies for all staff members working either for or on behalf of MADEC as trainers and assessors (also refer MQPR 3-6).

RPL Assessment Validation

H1 The Community College Manager is responsible for ensuring that

H1.1 Consultation processes and mechanisms are identified to capture outcomes of reviewing courses and assessment validation

H1.2 The method of assessment validation is in accordance with

H1.2.1 The curriculum documentation or
H1.2.2 The competency standards and
H1.2.3 Performance criteria of the training package and
H1.2.4 Workplace requirements and, where relevant, regulatory requirements

H1.3 Assessment validation processes is conducted in accordance with the principles of assessment and the rules of evidence

Principles of Assessment

H1.3.1 Valid – process and materials must assess everything claimed to assess and nothing else

H1.3.2 Reliable – for all candidates who have the same level of skills to be addressed, the outcome is the same regardless of where assessed and who assessed them

H1.3.3 Flexible – takes account of all of the candidate’s skills assessment conducted when and how it suits the candidate

H1.3.4 Fair – candidates must know exactly what they have to be able to do and have a say in how and when they will show they can do it

Rules of Evidence

H1.3.5 Validity – reflects knowledge and skills required in the workplace

H1.3.6 Authenticity – verified as candidate’s work

H1.3.7 Sufficiency – covers dimensions of competency, collected over time

H1.3.8 Currency – demonstrates recent use of skills and knowledge.

H1.4 Teaching staff members validate assessment strategies systematically by

H1.4.1 Reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to judgements made in assessing the same competencies at least annually

H1.4.2 Documenting assessment validation processes.
H1.4.3 Submitting Validation Reports to the Quality Department for processing opportunities for improvement resulting from validation meetings (also refer MQPR 2-3).

Authority
General Manager Operations

Reviewed By
Custodian of this Procedure