

## Recognition Strategy

Mid North Coast Community College has the following documents to support Recognition of Prior Learning (RPL):

- Recognition Pathways Policy
- Recognition Guide for Candidates
- Recognition Application Form
- Recognition Kit for Individual Qualifications

### The Process:

1. RPL is included in the Trainer Induction and in the Trainer Handbook
2. RPL is promoted to all enrolling students via the Handbook, Website and Information Sessions
3. The prospective candidate contacts the Training & Compliance Manager who will provide the candidate with a Recognition Guide.
4. An interview with the Training & Compliance Manager is arranged to discuss the nature of the evidence required, and how it might be obtained including the costs involved in obtaining Recognition.
5. The candidate decides if they have some or all of the required competencies.
6. An RPL Application Form is to be completed and fees paid before proceeding.
7. The candidate is provided with a Recognition Kit for the relevant qualification.
8. The candidate identifies what evidence could be used for each criteria to substantiate the claim of competence.
9. An interview may be arranged with the assessor to construct evidence through questioning or observation.
10. The candidate collects all evidence and organises into a portfolio.
11. The candidate submits the portfolio for assessment.
12. The evidence is reviewed and assessed against the performance criteria
13. The assessor makes a decision about competency which is communicated to the candidate.
14. Depending on the outcome of the assessment, a next step plan may be discussed such as 'gap' training, pathways to other qualifications or an action plan for further skill development.

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