

## Recognition of Prior Learning

### 1. Scope

This policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised.

### 2. Purpose

To provide enquirers the opportunity for recognition of their prior learning within the Australian Online Music Institute's scope of registration, subject to the fees and charges outlined in this policy.

### 3. Procedure

#### 3.1 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge obtained by the learner through previous training, work experience and/or life experience. RPL is used to determine the advanced standing, within a training program, that the learner may be awarded as a result of their experience.

#### 3.2 Overview

Only accredited assessors will conduct RPL assessments on behalf of Australian Online Music Institute with assessments to comply with the requirements detailed in the curriculum and training product documentation.

The assessment process shall provide for the recognition of prior learning regardless of where this has been acquired and is based on National Assessment Principles.

Revision	By Whom	Date
Reviewed, and note added re applications.	G Bottrill	9 Aug 17
Reviewed, no changes	G Bottrill	31 Jul 19
Reviewed, no changes	G Bottrill	20 Sep 20

### 3.3 Assessment Processes

The assessment process will:

- a) Cover the broad range of skills and knowledge needed to demonstrate competency
- b) Integrate knowledge and skills with their practical application to assess competency
- c) Perform judgments to determine an individual's competency
- d) Be monitored and reviewed to ensure that there is consistency in the interpretation of evidence
- e) Cover both on and off the job components of training
- f) Provide for the recognition of competencies no matter how, where or when they have been acquired
- g) Be accessible to individuals so that they can proceed readily from one competency standard to another
- h) Be equitable to all groups and individuals
- i) Ensure that criteria for judging performance will be made clear to all individuals seeking assessment
- j) Be participatory – the process of assessment should be jointly developed and agreed between the assessor and the candidate
- k) Perform a referee check to confirm the authenticity of evidence
- l) Allow individuals to challenge assessments together with provisions for reassessment in accordance with the Complaints and Appeals Policy.

## 4. National Recognition

Australian Online Music Institute, when presented with qualifications (and/or statements of attainment of qualifications or part thereof) completed at other Registered Training Organisations (RTO's) will recognise that these are part of the Australian Qualification Framework and will ensure these form part of the clients' pathway to the qualification within the SNR guidelines.

## 5. Application and Fees

Applications for RPL shall be made on form 7.2-02 – ‘Recognition of Prior Learning (RPL) Application’. Instructions for how to apply are included on the form.

The Australian Online Music Institute fees for RPL are as set out in the Fee Schedule. Once an RPL has been granted and the invoice has been paid by the applicant. RPL fees are non-refundable.

No Certificates or Statements of attainment will be issued until all fees are paid.

This Policy will be reviewed every two years.



**William Palmer**

**CEO**

**20<sup>th</sup> September 2020**