

Recognition of Prior Learning

Purpose

The purpose of this policy is to ensure Medicare Medical Services provides adequate information, support and opportunities for participants to engage in the RPL (Recognition of Prior Learning) process.

Recognition of prior learning is the formal acknowledgment of a person's competencies, regardless of how, when or where the learning occurred. It is referred to by a number of other terms, such as recognition of current competencies, or sometimes simply RPL. This recognition of competencies will also take into account the currency of your skills and knowledge.

Skills to be considered for recognition may have been gained through:

- ▶ Formal or informal training and education
- ▶ Work experience
- ▶ General life experience
- ▶ Any combination of the above.

Medicare recognises that many people come to training programs with varying amounts of knowledge, skills and experience. Our recognition process is designed to take this into account, where we consider how much 'advanced standing' a person has towards an EMT qualification.

To consider your previous training or experience, students are encouraged to discuss RPL for the course before enrolment.

The following evidence would be required for the RPL process:

- ▶ Read and understand the PHECC EMT Training Standard before making a decision on applying for RPL.
- ▶ Assess their acquired knowledge and skills for the modules and ensure that they are able to submit sufficient evidence for all the outlined competencies.
- ▶ Gather relevant supporting materials as evidence.
- ▶ Attach evidence for each separate competency for the modules.
- ▶ Ensure evidence is relevant to the competency.
- ▶ Ensure the RPL evidence supplied supports module competencies based on quality not quantity.
- ▶ Ensure evidence folders are clearly labelled as to the items of evidence contained (a supporting evidence summary template is available).

Policy

- ▶ The RPL process will be made known to all course participants prior to the commencement of a course (contained in student handbook).
- ▶ The RPL process is available for all course participants to apply for.

- ▶ This is a formal assessment process and a charge will be made for the assessment of all RPL portfolios.
- ▶ Application for RPL must be made prior to the commencement of a course.
- ▶ The facilitator will assess each application individually on its own merits.

Procedure

During the enrolment process Medcore will:

1. Advise all applicants that RPL is available.
2. Advise all applicants that all claims for RPL must be made during the Pre-Training Review and prior to the commencement of the course.
3. Provide information on the RPL process to all applicants
4. Provide RPL forms if required.
5. Medcore Medical Services facilitator conducts assessment using the Recognition of Prior Learning application form. An interview with the applicant is conducted if required. All evidence provided is to be certified.

In addition to the document portfolio, assessment of an individual's competence may also include:

- ▶ professional conversations
 - ▶ observation and questioning
 - ▶ supplementary assessment tasks
 - ▶ assessment without training
 - ▶ work samples
 - ▶ documents to show and support skill
6. Medcore facilitator verifies evidence.
 7. Medcore facilitator will make the decision. In order for candidates to be considered eligible for RPL they must have covered approximately 75% of the course material through prior learning & training.
 8. Applicants are notified of results of RPL by letter or email.

Upon determination of suitability for RPL. A training programme will then be drawn up and implemented.

In order to avail of RPL an individual must submit an application form with completed information. The application will be revised by a tutor and subsequently passed on to the facilitator with a recommendation and a training programme will be drawn up.