

Recognition of Prior Learning Policy

Mindroom Innovation will allow students' prior learning to be assessed against the requirements of units of competency, and if provided evidence is found to be sufficient, Mindroom Innovation will mark the unit complete and the student competent in this unit.

Students can apply for RPL by submitting a [REQUEST FOR RPL](#) form from the Mindroom Innovation website.

Applications for RPL must be submitted prior to the commencement of the applicable course. Credit may not be approved once a course has been completed.

The RPL Process

1. Student submits a Request for RPL form.
2. Mindroom staff member contacts the student to ensure they understand there is a \$250 per unit fee involved and that they have the relevant evidence to provide before the assessment process starts.
3. If the student believes they have sufficient evidence to provide to meet the requirements of the units they wish to RPL, an invoice is raised for the units the student wishes to RPL, at a cost of \$250 per unit.
4. Student pays the invoice.
5. A Mindroom Innovation assessor is reviewing the evidence provided against the requirements of the unit of competency within 28 days.
6. The assessor will then communicate to the student one of the 2 possible outcomes:
 - a. The provided evidence is insufficient to grant competency in the unit.
 - b. The provided evidence is sufficient to grant competency in the unit.
- When the outcome is unsuccessful, the student is asked to provide further evidence within 14 days. When further evidence is provided, the assessor will review the new evidence and announce an assessment outcome within 14 days of receiving the new evidence.
7. When the outcome is successful, an RPL can be marked against an active enrolment in the student management system for the assessed unit.

Course Duration

Regardless of the number of units completed by the RPL process, the course duration will remain the same. However, students will not be required to attend classes for units that have already been deemed competent via RPL.

Active Enrolment

Successful RPL can only be marked in a Student Management System against an active enrolment. Students who are successful in their RPL process, will need to be enrolled with Mindroom Innovation as active students to be marked competent in a unit of competency.