

Recognition of prior learning and credit transfer procedure

Document Control

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Recognition of Prior Learning Procedure (RPL) and Credit Transfer (CT)	January 2020/V1	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015

Purpose

To provide the procedure for treating applications for RPL and to provide guidance on treating credit transfer requests.

Relevant Background

The Recognition of prior learning booklet is to be provided to potential applicants and the application form contained within is to be used for the initial application.

Procedure

- At the time of enquiry, participants are advised that they may be eligible for recognition of prior learning
- If so, they will be given a Recognition of Prior Learning booklet
- A participant can have an initial conversation with the trainer/assessor and use the Training/Activity/Assessment booklet as their tool for RPL together with the opportunity to fill the gaps with any other relevant documentation
- Participant to complete documentation and hand into the organisation for validation of evidence supplied
- The organisation in consultation with the trainer/assessor will assess the information provided and decide
- If the participant has successfully completed all requirements, then their documentation will be handed to administration to be entered into the management system for recording into SMS.
- Written notification will be forwarded to the participant regarding the result of the application. If the participant is unsuccessful, they will be given the option to provide further evidence

- When evidence has been received, the organisation and trainer/assessor will assess further evidence
- If again unsuccessful, the participant will be advised in writing of the outcome. This may include the need to complete the required additional training, gap training or no additional training.

Additional Information

Mutual Recognition

Mutual recognition is the acceptance by one RTO of a Qualification or Statement of Attainment issued to a participant by another RTO.

This acceptance is usually for the purpose of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units/modules already held by the participant. It is mandatory that RTOs accept the qualifications and Statements of Attainment issued by other RTOs.

The organisation will acknowledge the qualifications of all participants who are able to provide **verifiable evidence** of their AQF qualification and/or a Statement of Attainment that has been issued by another Registered Training Organisation (RTO). The RTO will retain a copy of the verified Qualification or Statement of Attainment provided by the Student

Note:

All evidence for RPL or Mutual Recognition and the written record of the outcomes will be **stored and retained by the RTO for a period of 2 years** after the student ceases to be an accepted student.

Any RPL or CT adjustments made after commencement of a course will be applied as per the Student fees and refunds policy and the student notified in writing reflect the change if required.