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RTO Manager	7.0	Recognition of Prior Learning, Credit Transfer and National Recognition Policy	Approved	Principal	
Version	1.0		Authorised	Principal	
AQTF Standards VRQA Guidelines	AQTF Standard 1.5		Distribution	Internal	RTO Staff RTO Learners
				External	Prospective Learners Current Learners

Recognition of Prior Learning (RPL), Credit Transfer and National Recognition Policy

Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

1.0 Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.

2.0 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge previously attained through formal training, work experience and/or life experience. Learners may be eligible for credit into a VET qualification based on relevant prior learning and/or experience. Recognition of Prior Learning is available on application in all VET qualifications offered at the RTO.

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of the individual's relevant prior learning, formal, informal or non-formal, to determine the credit outcomes of an individual application for credit.

Learners may seek recognition of skills and knowledge involved in a module or unit of competency attained through relevant work and/or life experiences. Credit for course module(s)/unit(s) may be granted where appropriate and sufficient evidence is provided to demonstrate that learning outcomes or competencies have been previously attained, and have been retained, by the learner.

Formal learning refers to learning that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognised AQF qualification or other formally recognised qualification.

Non-formal learning refers to learning that takes place through a structured program of learning but does not lead to a formally recognised qualification. *Informal learning* refers to learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

3.0 National Recognition

A key principle of the Australian Quality Training Framework is national recognition (previously referred to as mutual recognition). This means that all RTOs within respective States and Territories will recognise:

- Australian Qualifications Framework qualifications and statements of attainment issued by any other registered training organisation. This enables individuals to receive national recognition of their qualifications and statements of attainment.
- the decisions of all other states and territories in registering training organisations and accrediting nationally recognised courses. Once registered by one jurisdiction, this enables a registered training organisation to operate in any state or territory without a further registration process.

Applicants complete application form and provide certified copies of Certificate(s) and/or Statement(s) of Attainment.

The term national recognition is now being used as it is more clearly related to a nationally consistent training system where learners' qualifications and part qualifications are portable and can be recognised anywhere in the country. The agreement states that all registered training organisations will recognise qualifications and statements of attainment issued by any other registered training organisations in Australia. This allows a person to automatically gain credit for units of competency that they have successfully completed with another registered training organisation. A statement of attainment from a registered training organisation that contributes to a qualification is reported as a form of credit transfer.

4.0 Applying for Course Credits

- Step 1 Applicant obtains an application form and, where required, the relevant *RPL Tool*, from the RTO
- Step 2 *Application* discussed with trainer if required
- Step 3 Completed *Application*, comprising a completed RPL Assessment Tool if required, and supporting documentation, submitted to the RTO Manager for action

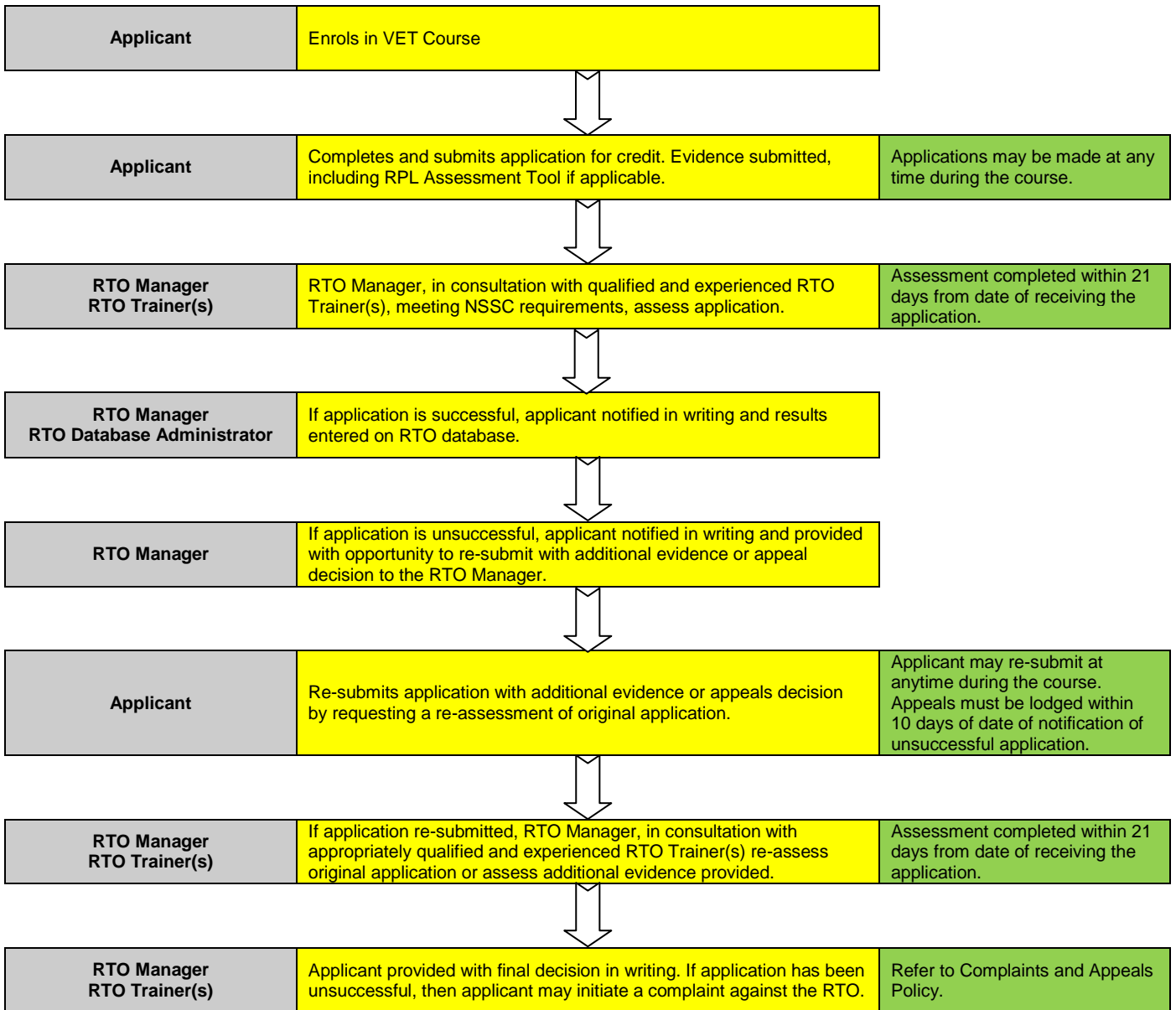
5.0 What are the possible outcomes of an Application?

- Application successful and credit/recognition granted, current competencies recognised
- Application suspended pending learner providing further information/evidence
- Application rejected. Learner may seek to undertake formal assessment for those credits, exemptions, current competencies noted in the learner's application (assessment only pathway)
- Application rejected. The learner may appeal and the application may be re-assessed. If required, a final decision will be made by the RTO Manager in consultation with the course teacher

6.0 Costs for Assessments

Assessment fees are included in course fees.

8.0 Application and Assessment Procedure



ASSESSOR USE ONLY
APPLICATION NOTES AND COMMENTS