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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant obtains an application form and, where required, the relevant RPL Tool, from the RTO</td>
</tr>
<tr>
<td>2</td>
<td>Application discussed with trainer if required</td>
</tr>
<tr>
<td>3</td>
<td>Completed Application, comprising a completed RPL Assessment Tool if required, and supporting documentation, submitted to the RTO Manager for action</td>
</tr>
</tbody>
</table>
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

Applicant

Enrols in VET Course

Applicant

Completes and submits application for credit. Evidence submitted, including RPL Assessment Tool if applicable. Applications may be made at any time during the course.

RTO Manager
RTO Trainer(s)

RTO Manager, in consultation with qualified and experienced RTO Trainer(s), meeting NSSC requirements, assess application. Assessment completed within 21 days from date of receiving the application.

RTO Manager
RTO Database Administrator

If application is successful, applicant notified in writing and results entered on RTO database.

RTO Manager

If application is unsuccessful, applicant notified in writing and provided with opportunity to re-submit with additional evidence or appeal decision to the RTO Manager.

Applicant

Re-submits application with additional evidence or appeals decision by requesting a re-assessment of original application. Applicant may re-submit at anytime during the course. Appeals must be lodged within 10 days of date of notification of unsuccessful application.

RTO Manager
RTO Trainer(s)

If application re-submitted, RTO Manager, in consultation with appropriately qualified and experienced RTO Trainer(s) re-assess original application or assess additional evidence provided. Assessment completed within 21 days from date of receiving the application.

RTO Manager
RTO Trainer(s)

Applicant provided with final decision in writing. If application has been unsuccessful, then applicant may initiate a complaint against the RTO. Refer to Complaints and Appeals Policy.
Application for Recognition of Prior Learning, Credit Transfer and/or National Recognition

Instructions to learners

(1) Complete this form and submit to the RTO Manager.
(2) Be sure to indicate whether you are applying for **RPL assessment, Credit Transfer or National Recognition** for each module or unit of competency
(3) Attach copies of verified documentary evidence of subjects passed and/or evidence of experience gained (e.g. references). Original documents or certified copies must be sighted by the RTO Manager.

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given Names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code and Title:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please tick one</th>
<th>Title or description of qualification(s), unit(s) and /or experience upon which application is based. (Documentary evidence must accompany this form)</th>
<th>Course Units of Competency/Modules for which credit is sought.</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPL</td>
<td></td>
<td>Code</td>
<td>Title</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td></td>
<td>Credit</td>
<td>Yes / No</td>
</tr>
<tr>
<td>National Recognition</td>
<td></td>
<td>RTO Manager (Signature)</td>
<td></td>
</tr>
</tbody>
</table>

I hereby declare that the information provided on this form is true and correct.

Learner’s Signature ....................................................... Date ...../...../....

Original documentation sighted (RTO Officer’s Signature) ................................................... Date ...../...../....