

### RPL (Recognition of Prior Learning) Policy & Procedure

#### Policy

RPL (Recognition of Prior Learning) is the acknowledgement of the skills and knowledge a person has acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or unit of competency.

All VET students have access to a procedure that gives Recognition of Prior Learning (RPL). At the beginning of each course, via the Learner Information handbook, students are informed of the Recognition of Prior Learning and Credit Transfer procedures. RPL information and forms can be obtained through the RTO.

If a student believes that they fulfil these requirements they should approach their teacher first, who will bring it to the attention of the RTO.

#### Procedure

Each year, the Teacher will make students aware of the RTO RPL policy via the Learner Information Handbook. Teachers will refer students to the RTO if they would like to apply for RPL.

When approached by a student seeking RPL, the RTO will provide the student with an RPL Student Application Form or Credit Transfer Application Form (as applicable)

*a. Credit Transfer*

If student is requesting a Credit Transfer, please forward the application and copies of previously issued qualifications to the RTO.

Internal credit transfers will be awarded to students continuing their enrolment. Upon reenrolment the RTO will recognize units already awarded to the student, and send a *credit transfer approval* email to the student's trainer and assessor. The trainer must confirm via email that the student has completed this unit before the credit transfer can be awarded. *b.*

*Recognition of Prior Learning*

1. Provide the student with information about the types of evidence may be required to support an the application
  - i. Questioning
  - ii. Work samples
  - iii. Case Study iv. Third Party Verification
2. Have the evidence assessed by a qualified Trainer & Assessor
3. Make a prompt decision and notify students of the outcome of the RPL process
4. Update the student's records, if RPL is granted
5. Forward the completed RPL Application and Evidence to the RTO
6. Students can appeal a decision via the RPL Student Appeals Form

## RPL Policy & Procedure

### RTO acknowledgement and approval

The Chief Executive Officer (CEO) approves

- The policy, procedure and implementation as outlined above
- The RTO Operations Manager monitoring, evaluating and reviewing the application of this policy and ensuring compliance at all times
- that email addresses provide the same acknowledgment as a signature.

CEO		RTO Operations Manager	
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Delegated Officers			
Delegated Officer		Delegated Officer	
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Date		Date	

