

## **Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy**

### **Purpose**

Under this policy, RTO 22215 will provide applicants with the opportunity to apply for recognition during the Pre-Training Review or during the initial part of the course. RTO 22215 will recognise past study and life experience and assess these against the relevant units of competency and training package requirements.

RTO 22215 will grant recognition where evidence demonstrates competency against the relevant units of competency and training package requirements. Students will be provided with the outcome of the assessment and feedback, and will have the opportunity to accept the assessment outcome.

The Application for Recognition of Prior Learning (RPL) forms are available under each unit within the student portal. Each unit provides an opportunity to apply for RPL. Credit Transfer (CT) may be granted where applicable following verification of previously completed units.

### **Credit Transfer**

Credit Transfer is the process used where a student has successfully completed a nationally recognised Unit of Competency that exactly matches, or is deemed equivalent to, the Unit of Competency within the current course. In this case, the student will be granted Credit Transfer for the relevant Unit of Competency.

Photocopies or scanned copies of original transcripts provided by the student must be verified with the issuing RTO following student authorisation prior to Credit Transfer being granted.

### **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is the process used to assess individuals' existing level of knowledge and skills against a Unit of Competency. This can include formal or informal training, work experience and life experience. RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

For a student to apply for RPL the following needs to be followed.

- Upon enrolment, students will gain access to the student portal where application forms for RPL are available under each unit.
- The applicant must gather the required evidence for each unit and complete the relevant RPL application form.
- The completed RPL application form and supporting documentation must then be submitted to RTO 22215 through the student portal.

The evidence provided must include:

- Photocopies or scanned copies of original transcripts provided by the student and verified with the issuing RTO following student authorisation.
- Any additional evidence required to demonstrate competency, which may include workplace documents, resumes, third-party reports, references, current or previous licences, or other supporting material where applicable.
- Evidence of skills and knowledge relevant to the unit, which may include work samples, documentation of experience, demonstration of skills, responses to questioning, or other relevant evidence of competency.

Incomplete applications may result in a rejection and/or delay in processing of the application.

The outcome of the RPL process, including any RPL outcomes granted, will be recorded on the student's academic transcript and result history.

### **Documentary evidence**

Applicant students will be required to provide documentary evidence of prior learning for each unit. Documentary evidence must be original qualifications/certification or certified true copies. It is the responsibility of RTO 22215 to verify the authenticity of all documentary evidence, including confirmation with the issuing organisation following student authorisation.

### **Appeals Process Availability**

Applicants who are unsuccessful in their application for RPL or Credit Transfer may access the RTO 22215 Complaints and Appeals Policy.