



Recognition of Prior Learning and Credit Transfer Policy

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Distribution

NAME	TITLE
All staff	All staff
All Learners	All Learners

Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	11/05/23
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1 Purpose

This document specifies Inventorium RTO Pty Ltd.'s (Inventorium RTO) recognition of prior learning (RPL) and credit transfer (CT) policy. It sets out guidance to staff and learners to assist them with the application process for RPL and CT.

2 Scope

This document applies to all staff and learners in Inventorium RTO.

3 Definitions

Credit Transfer (CT) is a process that provides credit for a unit of competency previously achieved.

Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).

Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business).

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's existing competency against the requirements of one or more units of competency. An individual may have previously acquired certain skills and knowledge through formal, non-formal and informal learning, and RPL is a way of recognising this existing competency, so students do not have to undertake training and assessment in units (or part thereof) in which they are already competent.

4 Policy Statement

4.1 Recognition of Prior Learning

In accordance with the requirements of the VET Quality Framework, when a learner or prospective learner applies for RPL, the Inventorium RTO will assess the individual's existing competency against the requirements of one or more units of competency as per the learner's application.

If a learner or prospective learner can demonstrate competency against the requirements of one or more units of competency as per their application, the Inventorium RTO will award the learner the unit(s) of competency via RPL.

RPL should be applied for at the start of a course to make sure the appropriate adjustments can be made to the learner's study schedule.

If the Inventorium RTO grants a learner RPL that reduces a learner's course length, then it will inform the student of the reduced course duration following granting of RPL and ensure the letter of offer is issued only for the reduced duration of the course.

All learners are made aware of the ability to apply for RPL throughout the course's enrolment and induction process.

Using the information contained in the relevant units of competency, the Inventorium RTO can determine the extent to which an individual meets the requirements of a particular unit of competency.

4.2 Credit Transfer

Learners are not required to repeat any unit of competency in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a learner provides suitable evidence that they have successfully completed a unit of competency at any RTO, the Inventorium RTO will provide credit transfer for that unit of competency.

CT should be applied for at the start of a course to make sure the appropriate adjustments can be made to the learner's study schedule.

If the Inventorium RTO grants a learner CT that reduces a learner's course length, then it will inform the student of the reduced course duration following granting of RPL and ensure the letter of offer is issued only for the reduced duration of the course.

All learners are made aware of the ability to apply for CT throughout the course's enrolment and induction process.

CT can be granted for any units of competency that have been previously attained and:

- Match units of competency within a course a learner will be studying
- Where units of competency are deemed equivalent as listed on the National Register.

The Inventorium RTO recognises all nationally recognised qualifications and units of competency issued by Registered Training Organisations in Australia.

There is no cost to learners where CT is granted for one or more units of competency.