1. Recognition of AQF Qualifications and Statements of Attainment issued by other RTOs

One of the most important features of the Australian Quality Training Framework is the mutual recognition of training organisations and Qualifications including Statements of Attainment.

As a Registered Training Organisation the CEAV Training must accept the credentials issued by another registered training organisation based in any State/Territory of Australia. The CEAV Training RTO undertakes to ensure that all Qualifications and Statements of Attainment issued by any other registered training organisation are accepted as valid. A Qualification or Statement of Attainment issued by our organisation will be recognised by RTOs Australia wide under these arrangements.

2. Recognition of AQF Qualifications and Statements of Attainment Procedure

2.1 Information relating to CEAV Training’s recognition policy must be provided to all potential enrolling candidates.

2.2 Information relating to CEAV Training’s recognition policy must be communicated to all RTO Staff during the Staff Induction program.

2.3 The CEAV Training RTO Manager will be responsible for disseminating information on Recognition of Qualifications and Statements of Attainment issued by other RTO’s via the CEAV Training Course Handbook. This policy will also be available on the CEAV Training RTO website at www.ceav.vic.edu.au.

2.4 The CEAV Training RTO Training Manager is responsible for managing and assessing national recognition applications for RPL and Credit Transfer.

2.5 All applications for mutual recognition are to be processed in line with the CEAV Training Quality Assurance Policy Recognition of Prior Learning and Credit Transfer policy and procedure.

3. Recognition of Prior Learning & Credit Transfer Policy

3.1 Policy Overview

Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge previously attained through formal training, work experience and/or life experience. Candidates 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.

3.2 RPL Assessment

Recognition of skills and knowledge involved in a unit of competency attained through relevant work and/or life experiences. Credit for course 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 candidate.

3.3 Credit Transfer

Credit transfer means the granting of status or credit by an institution or training organisation to candidates for (subjects) or units of competency completed at the same or another institution or training organisation.

As a Registered Training Organisation CEAV Training accepts the credentials issued by another registered training organisation based in any State/Territory of Australia. CEAV Training undertakes to ensure that all Certificates and Statements of Attainment issued by any other registered training organisation are accepted as valid. The candidate will be contacted within 21 days about the credit transfer application and informed of the outcome.
4.0 Applying for RPL

Step 1 Candidates must enrol in the course/units and pay the administration fee while the RPL process is undertaken.

Step 2 Obtain the RPL Handbook for Students from the RTO Training Manager or from the CEAV Training website.

Step 3 Discuss your RPL Application with your trainer if possible.

Step 4 Submit your completed RPL Application, using the RPL Handbook with suggested evidence. Students will need to arrange an interview to discuss the RPL application. This can be face to face or by telephone for regional/interstate candidates.

Step 5 During the interview you will be informed of the outcome. Many students will be asked to provide additional evidence. If your application is successful the unit and/or course fee relating to your enrolment will be recalculated and you will then be invoiced for remaining course fees. If you have already paid the course fees, the fee relating to your enrolment will be recalculated. A refund will then be made where necessary.

5.0 What are the possible outcomes of an RPL and/or Credit Transfer Application?

The candidate will be contacted within 21 days about the RPL and/or credit transfer application and informed of the outcome which will be one of the following:

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

6 Costs for RPL & Credit Transfer Assessments

Fees and charges for assessment are provided with course information.
### 6.0 Recognition of Prior Learning & Credit Transfer Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Applicant Enrols in Course</td>
</tr>
<tr>
<td>2.</td>
<td>Applicant Completes and submits application for RPL / Credit Transfer evidence, including RPL Assessment Tools if applicable. Application may be made at any time during the course.</td>
</tr>
<tr>
<td>3.</td>
<td>RTO Training Manager, RTO Trainer(s) RTO Training Manager, in consultation with appropriately qualified and experienced RTO Trainer(s) assesses application. Assessment completed within 21 days from date of receiving the application.</td>
</tr>
<tr>
<td>4.</td>
<td>RTO Training Manager, RTO Database Administrator If application is successful, applicant notified in writing and results entered on RTO database.</td>
</tr>
<tr>
<td>5.</td>
<td>RTO Training 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 Training Manager.</td>
</tr>
<tr>
<td>6.</td>
<td>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.</td>
</tr>
<tr>
<td>7.</td>
<td>RTO Training Manager, RTO Trainer(s) If application re-submitted, RTO Training 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.</td>
</tr>
<tr>
<td>8.</td>
<td>RTO Training 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.</td>
</tr>
</tbody>
</table>
Overview of RPL Tool
RPL Handbook for Candidates

The CEAV Training recommends the use of the RPL Handbook.

This tool helps the candidate and assessor work together through a Recognition of Prior Learning process. It assists the candidate gain formal recognition of skills they already have in order to gain credit for qualifications.

The tool lists a number of questions to guide candidates as to the types of evidence they need to provide for Recognition of Current Competence (RCC) or Recognition of Prior Learning (RPL).

The RPL Handbook provides assessors and candidates with:
- assessment checklists listing the types of things candidates will need to do or provide evidence of in order to demonstrate competence
- suggested unit-specific questions that test underpinning knowledge

What is RPL?

The current Australian Quality Training Framework (AQTF) definition of RPL is: Recognition of prior learning means recognition of competencies currently held, regardless of how, when or where the learning occurred. This includes through any combination of formal and informal training, education, work experience or general life experience. In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework accredited courses. RPL is one form of assessment. It involves collecting evidence and making judgements on whether competence has been achieved. Like other methods of assessment, RPL must be flexible, reliable, sufficient, fair and valid. RPL candidates should be offered choice in how evidence is collected and presented. This does not make RPL assessment less rigorous than other assessment. RPL assessment requires the same skills set and attitude that is required in any flexible assessment method. A good RPL assessor is quite simply a good assessor.

The purpose of the RPL Handbook

This Handbook has been developed to assist assessors and candidates in planning RPL. It is written in a non-prescriptive way, assuming that users will want to select aspects and substitute and customise other aspects of the material for their own purposes. The success or otherwise of the suggested RPL approach presented in the handbook rely on the assessor to:
- apply the principles of assessment and the rules of evidence
- encourage candidate self assessment
- raise and address important issues
- provide opportunities for candidates to receive feedback.

As in traditional face to face RPL assessment, the support and encouragement that assessors give candidates during the assessment process is important to their eventual success.

Features of the Handbook

The Handbook includes:
- Course overview
- units of competency
- examples of evidence
- interview questions

Course Overview
This information provides candidates with an overview of the structure of the course.

Units of competency

These are provided for candidates to clearly understand what they are being assessed against. When candidates have gone through an RPL process, assessors also need to communicate judgements about competence clearly, rationally and comprehensively to them.

Examples of evidence
This provides candidates with some examples of evidence that could be used in their RPL application to support their claim for competency

Interview questions

These questions are indicative of the types of questions that any RPL assessor may ask candidates in order to clarify or expand on the product sample evidence provided by the candidate. Remember that RPL assessors may wish to ask additional questions of candidates.