



# Course Credit and Recognition of Prior Learning Policy and Procedure

Institute of Training and Further Education (iTAFE) recognises the skills, experiences, formal and informal training and development individuals have previously gained.

This policy and procedure is in place to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised.

Students granted recognition or credit transfer may finish the course in a shorter duration and are advised to consult appropriate authorities/bodies for applicable criteria if they are planning further study.

## Definition

**Recognition of Prior Learning (RPL)** is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- **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),
- **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), and
- **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).

**Credit Transfer (CT)** is a process where people who have previously successfully completed the same or equivalent unit of competency or module at another institute can apply for a credit transfer towards the iTAFE course for which they are about to enrol, or are currently enrolled in.

## Procedure

### Overview

Only accredited assessors will conduct RPL assessments on behalf of iTAFE with assessments to comply with the requirements detailed in the curriculum and training product documentation.

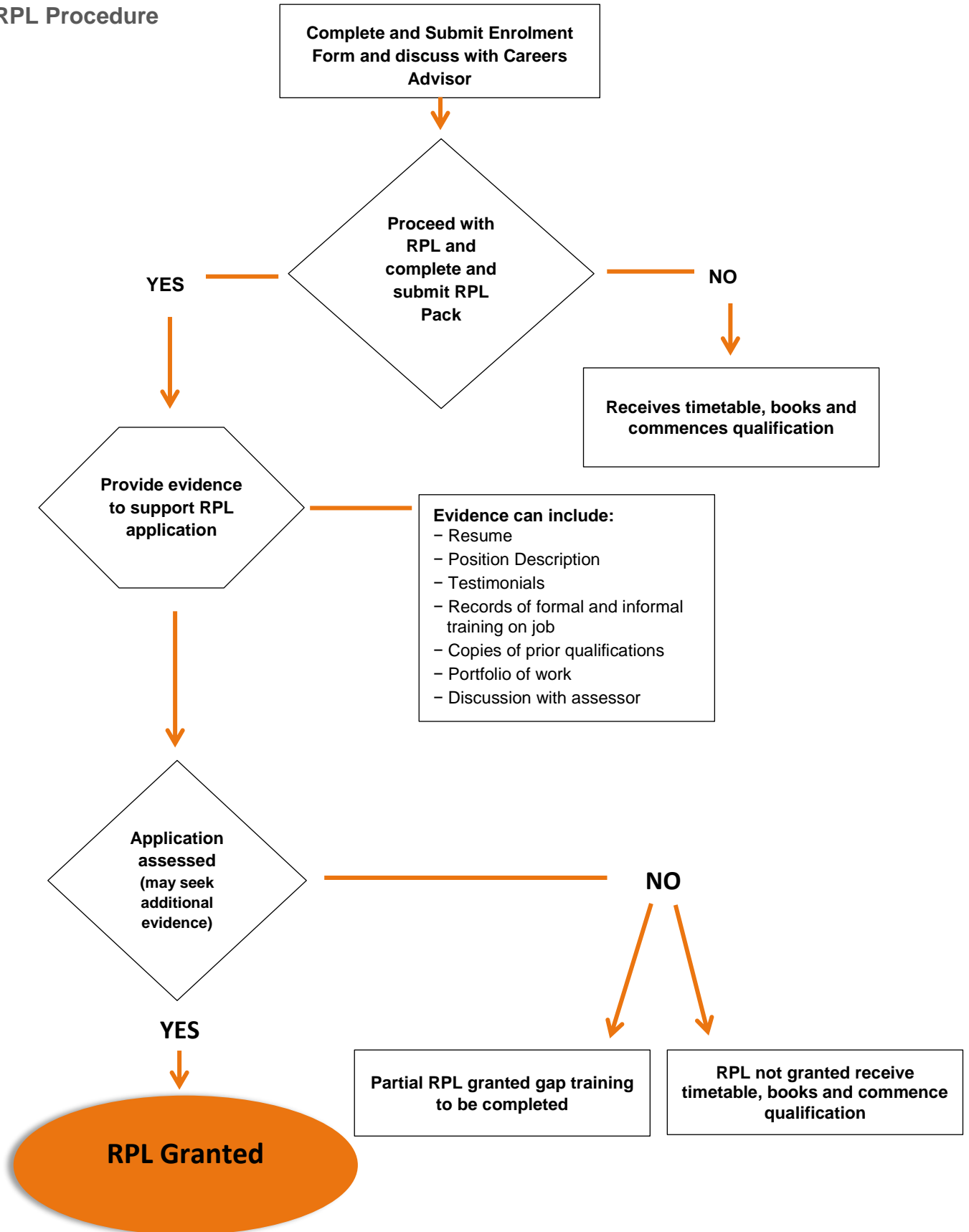
The assessment process shall provide for the recognition of prior learning regardless of where this has been acquired and is based on National Assessment Principles.

### Credit Transfer

To apply for CT, complete the Enrolment Form and submit with copies of nationally recognised certificates and transcripts or statements of results indicating the units successfully completed. Must include unit codes and titles.

iTAFE will when presented with qualifications and/or statements of attainment of qualifications or part thereof completed at other Registered Training Organisations (RTO) recognise that these are part of the Australian Qualification Framework and will ensure these form part of the clients' pathway to the qualification within the SNR guidelines.

## RPL Procedure





# Course Credit and Recognition of Prior Learning Policy and Procedure

## Document Control

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Policy Number:

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Policy Owner: General Manager

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Version No: V2015.01

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Date Approved:

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Review Due To: New website implementation

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Next Review Due: June 2018

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Compliance/Standard Reference Standards for Registered Training Organisations 2015:  
Standard 1:  
The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses

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Electronic Record:

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## Revision Record:

Date	Version	Revision description
24/09/2015	V2015.01	iTAFE major review of all policies and procedures against Standards for Registered Training Organisations (RTOs) 2015
26/6/2017	V2017.01	Full Review of policy and inclusion of Credit Transfer